Software 4 U

User Manual

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Document number: XXXXXX**A** (September 2014).

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Chapter 1 Getting Started

This chapter of the Software 4 U Users Manual includes an overview of the product, an overview of the documentation, and set-up procedures including system configurations and logging in.

There is also information describing how to access help via online help or by contacting technical support if you have questions or concerns.

To use this document effectively, you should have the following minimum qualifications:

- a basic knowledge of xxxxxxxx; and
- a basic knowledge of xxxxxxxx.

Read these instructions and all ancillary documentation entirely before installing or operating this product.

In this chapter:

Conventions used in this document on page 2

Frequently Used Terms on page 3

System Overview on page 4

Logging In/Out on page 11

on page 12

1.1 Conventions used in this document

The following conventions are used in this document:

Bold	Tabs, menu items, fields, icons, and buttons.
Italic	Emphasis of an instruction or point; special terms.
	Titles of books and various documents.
Blue italic	(Electronic version.) Hyper links to cross-references, related topics, and URL addresses.
`Monospace`	Programming or coding sequences.

1.1.1 Safety terms and symbols

These terms may appear in this manual:

CAUTION: *Cautions* identify conditions or practices that may result in damage to the equipment or other property.

WARNING: *Warnings* identify conditions or practices that could result in equipment damage or serious personal injury.

1.2 Frequently Used Terms

The following terms are used in this document: .

Screen	As defined by Microsoft, is the "graphic portion of a visual output device." It is sometimes used interchangeably with a "MONITOR" or a "DISPLAY." A "screen" displays one or more "window"(s) but not the other way around. A "screen" has one size which is the size of the monitor. Every "window," on the other hand, might have a different size depending on the user preference.
Window	Refers to the individual display area surrounded by a FRAME and displays when the user clicks a button or selects certain menu options. A "window" is a more abstract term when compared to a "screen" and that's why although there is a "screen RESOLUTION" (number of pixels in a unit length of screen), there is no corresponding "window resolution." There is, for example, "screen SAVER" programs but there are no similar "window savers." You can save and close a window but a screen, as the physical medium of the interface, is there always, no matter which window(s) it is displaying.
Focus	When there are multiple windows open in a screen, the window that is selected and responds to user commands is referred to as the window in FOCUS. By "focusing" on a window you select it and make it respond to your interaction. Within a window the focus can refer to which field the cursor is on at that moment.
Page	Refers to the window that is being displayed but is more specific to a window requiring the world wide web and a web browser. A web browser displays a web page on a monitor or mobile device. It is short for “web page”.
Toolbar	A graphical user interface (GUI) that contains buttons, menus that allows you to interact with the current page loaded.
Icon	A picture on computer screen: a small image on a computer screen that represents something such as a program or device, that is activated by a mouse click.
App	Short for “application”. The programs you download and run on a mobile device.

1.3 System Overview

Software 4 U ERP system is designed to help all employees be more productive and to help your business run more efficiently by offering more control over resources, tasks, and processes within your company. It does this by automating as many processes as possible and then integrating the process so they all work together seamlessly while managing resources vital to the company. Resources can be people, products, services, and equipment.

This manual is broken into a different sections based on how and what the user would like to know or learn. The different sections are

- *System Configuration* - Set up guide for configuring the software for your needs.
- *User Interface* - How-to guide for using and interfacing with each system
- *Desktop Application Modules* -Reference guide for specific system functionality
- *Processes* - Users' guide specific to certain process flows - basic tutorial.Users - A guide for understanding the different users of the system

An overview of the following sections are given below. Details about each section are provided in following chapters.

1.3.1 System Configuration Overview

The Software 4 U system is extremely configurable to your company's' needs. Configurations set will be applied to all platforms. The system has configurations that are specific to a process as well as the user interface. Each configuration has a default setting but can easily be changed through the configuration tool on the administrative module. Please see Appendix x.x for a list of all configurations and their default values. Configurations specific to a module will also be explained and defined in the chapter specific to that module.

Note: Configurations can only be set through the Windows application.

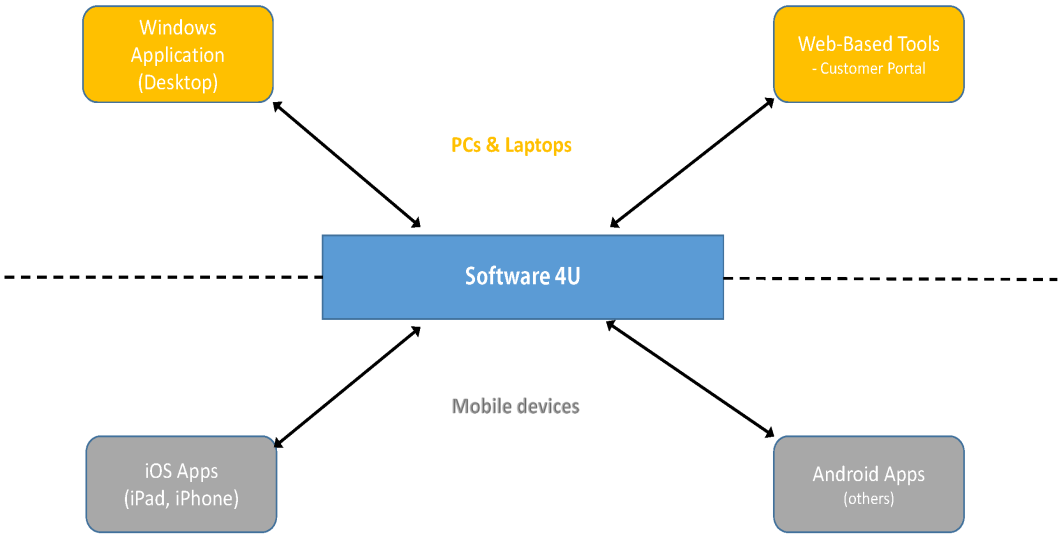
Figure 1. System Configurations

1.3.2 User Interface Overview

The Software 4 U system is accessible in many different ways by many different users. It can be accessed via several platforms depending on which application you will be using. The Windows application, a Web-based tools or an App for mobile devices are all options depending on the users' location, hardware, and privileges.

The majority of the system is supported via the Windows application which requires direct or remote access to the computer that the system is installed on. This is also referred to as the desktop version. The Web-based tool has limited functionality than the Windows application but can be accessed anywhere via the Internet. Certain functionalities can be accessed via mobile devices.

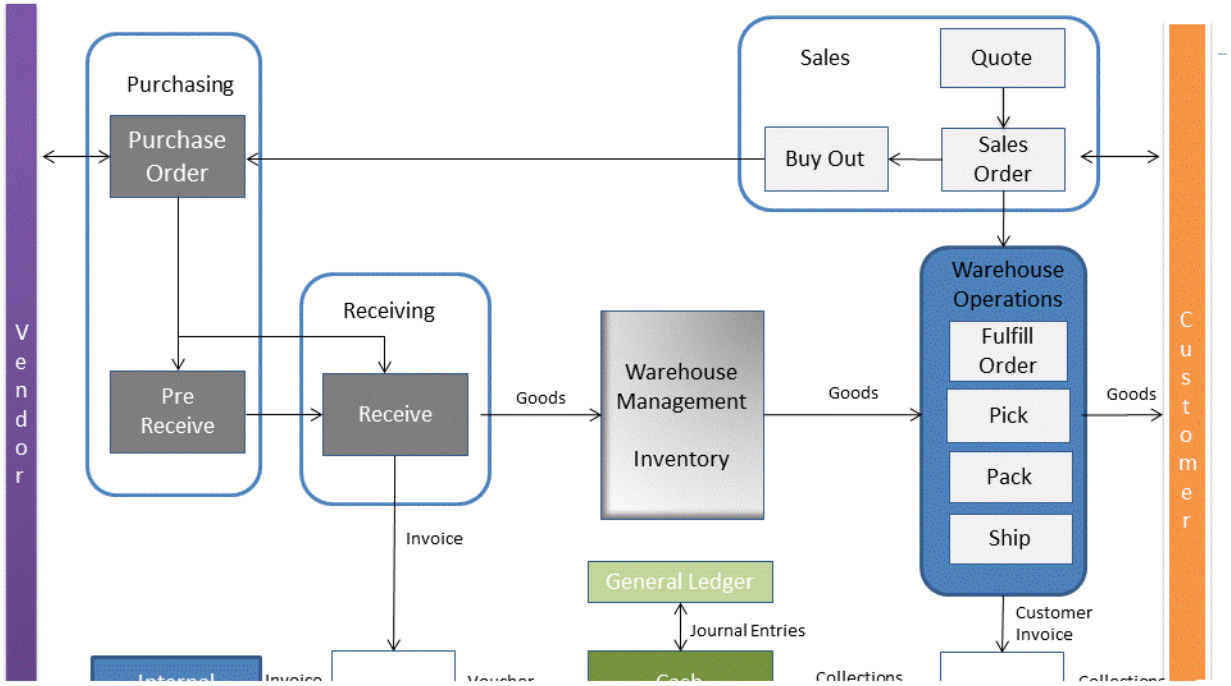
Figure 2. User Interface Diagram



1.3.3 Modules Overview

There are many modules that make up Software 4 U. Utilizing all modules will save you time, money, and effort when used properly. Each module communicates with other modules relevant to the business flow to improve productivity and decrease problems. This manual will teach you how to configure your system for your company, how to manage the software to get the most out of it, and how to run all processes available. The modules that make up your system are listed below along with a short description of that module's primary purpose. Each module is described in more detail in the follc

Figur



- **Purchasing** - Used to purchase products needed by your company. Creates and manages the purchase orders (POs) while in work, completed, or in transit.
- **Receiving** - Used to process when and how products that were purchased via a PO are received by your company. This begins the moment a shipment arrives at a warehouse.
- **Warehouse Management** - Used to manage the products or goods coming into your company by providing tools to manage the warehouses that store the

products, to help you know what products you have and how much at any given time, and how to stock the warehouse in the most efficient way for stocking and retrieving.

- **Warehouse Operations** - Used to manage the products or goods going out of your company by providing tools to guarantee fulfillment of sales orders and to expedite the picking, packing, and shipping processes within your warehouse.
- **Sales** - Used to sell your products to your customers. Creates and manages quotes and sales orders (SOs).
- **Accounts Receivable** - Creates invoices after an order is placed by a customer, keeps track of what payments have been made to which invoices, and initiates the collection process if invoices become overdue. A/R also manages Credit Memos and RMAs.
- **Accounts Payable** - Creates vouchers after a supplier has issued an invoice and it has been approved for payment, documents money your company owes for purchases of goods or services, generates payments, and prints checks. A/P also manages Debit Memos.
- **Cash Management -** Manages all interactions with the bank(s) including cash deposits, manual bank transactions, bank to bank transfers and bank reconciliation.
- **General Ledger -** Used to set configurations for the general ledger and to make journal entries into the general ledger
- **Authorization** - Used by a manager to authorize a quote, sales order, return, purchase order, voucher, or payment that does not fall within the normal, pre-determined criteria.
- **MTR Management** - Manages the Material Test Reports by finding, opening, and scanning the reports that are needed when selling and purchasing materials
- **Dashboards** - Allows for complete monitoring of all aspects of Sales from orders to shipping to invoicing, along with access to a Business Intelligence tool which allows you to access details about the business.
- **Document Management** - Manages all transactions and documents within the system allowing you to find, print, download or email the selected item.
- **Tools** - Provides support tools for emailing, cycle count rankings, and importing/exporting data.
- **Users** - Manages user access, schedules, activity queues, and activity history.
- **Administration** - Manages all entities within the system allowing a user to find, add, modify and/or delete an instance of an entity depending on the users' authorization level.

1.3.4 Processes Overview

Utilizing all modules explained above, Software 4 U has several main processes that group various jobs/tasks that functionally make sense. Some processes are grouped based on business flow. Other processes are strictly a way to group tasks relating to a similar functionality, simply a way to organize or categorize similar tasks. The processes that make up your system are listed below along with a short description

of the major functionality of each one. More detail of each process will be given in later chapters.

1.3.4.1 Quote to Cash

This process integrates **Sales** and **Accounts Receivable** providing control and visibility over the entire life cycle of a sales order transaction. This begins with a sales order and is completed when the customer pays for the goods or services received, giving a full picture of cash flow, inventory flow, and financial responsibility for that sale.

This process directly impacts your customer and is used to place and fill an order, pick the product from your supply, pack the product for shipping, ship to the customer, generate/send an invoice, and collect payment for the product.

1.3.4.2 Purchase to Pay

This process integrates **Purchasing** and **Accounts Payable** providing control and visibility over the entire life cycle of a purchasing transaction. This begins with purchasing and is completed with the payment of the purchase, giving a full picture of cash flow, inventory flow, and financial responsibility for the purchase made.

This process directly impacts your inventory and is used to purchase products from approved vendors, receive these products, transfer products to your inventory, generate vouchers, and pay for the products received.

1.3.4.3 Transformation Cycle

This process includes both **Warehouse Operations** and **Warehouse Management** and is specific to handling all products within all warehouses beginning at the moment the products are officially received (that is, dropped off at the warehouse) and ending at the moment the products are shipped (that is, leaves the warehouse). This also includes the management of inventory while being stored so that the location and the number of each product is known at any time. Required inventory counts such as physical and cycle counts are part of this process.

1.3.5 Users Overview

The Software 4 U system will be used by many different types of users from sales persons to pickers to administrators. Each user will have different authorization levels and will utilize a different portion of the system. Here are the known users:

- Sales personnel
- Purchasing personnel
- Logistics
- Warehouse Manager
- Warehouse Operator - Picker, Packer, Shipper, Stocker
- Accountant
- System Administrator
- Customers

1.4 Logging In/Out

Logging in details are specific to the hardware being used along with which software application is being used. For the purpose of this document, the primary platform to use is the desktop version so that is what will be explained here. Reference the User Interface chapter to learn how to log in using the other platforms available to you.

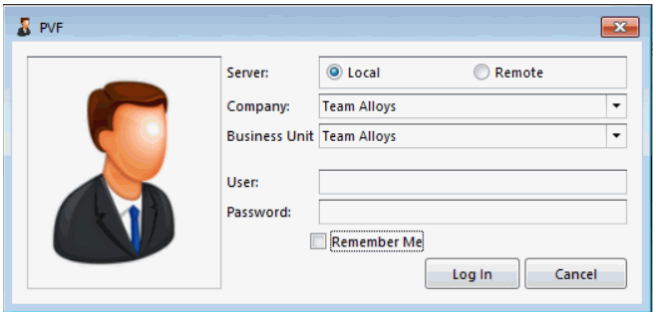
After the software is initially loaded onto your desktop, the PVF icon will be displayed on your desktop.

1.4.1 Loggin In

To log in to the Desktop application of Software 4 U,:

1. Left double click on the PVF icon to start the Software 4 U system.

2. The Log In box will be displayed.

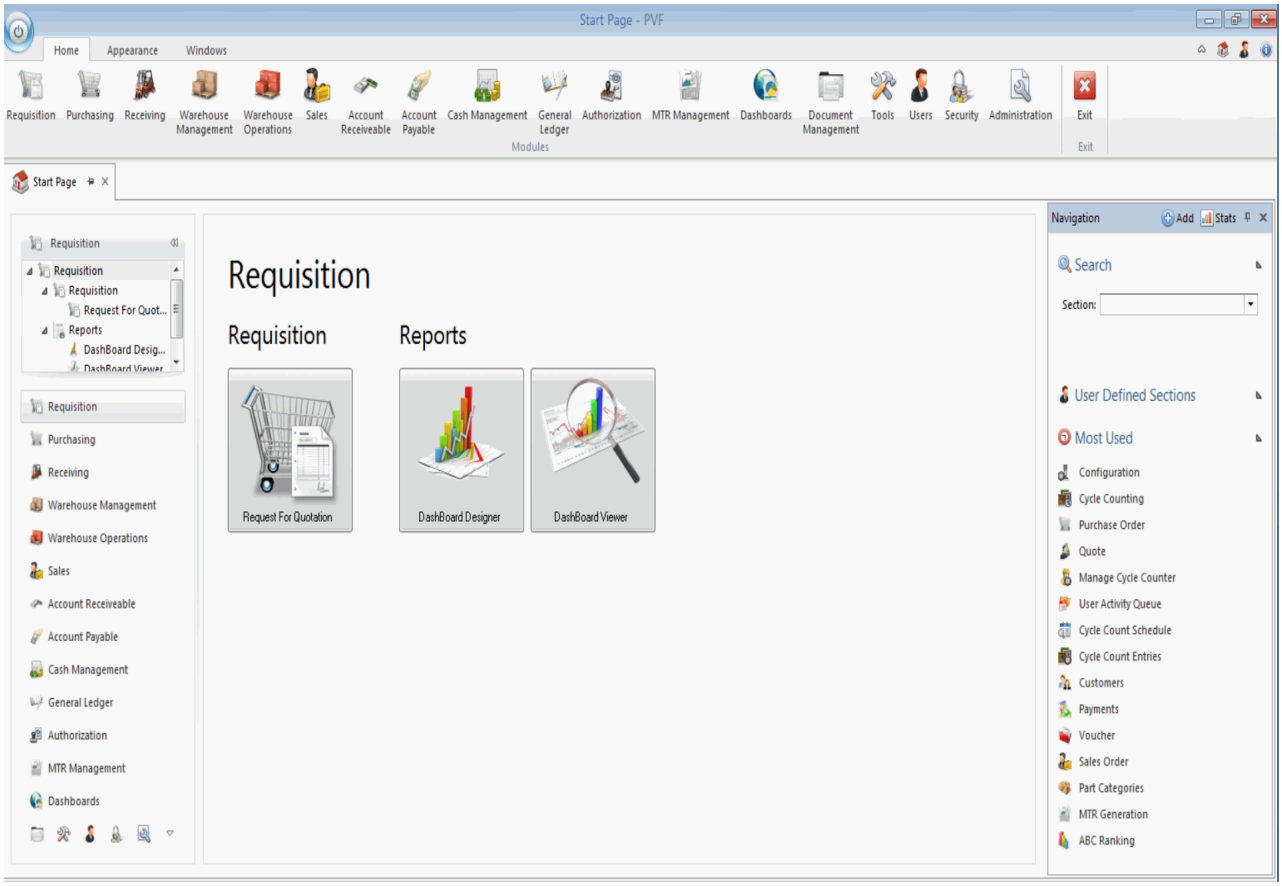


3. Select either **Local** or **Remote**.

   Note: Local means that the computer is connected directly to the Team Alloy's network which basically means it is inside the building. Remote means that is computer is not directly connected to the Team Alloy's network which would be the case if the user was out of the building, for example if they are working from home

4. Select the **Company** and **Business Unit** from the drop down lists that you are wanting to log in with.
5. Enter your **User** name and **Password**.
6. Select **OK**. The PVF Start Page is displayed. You are ready to go!

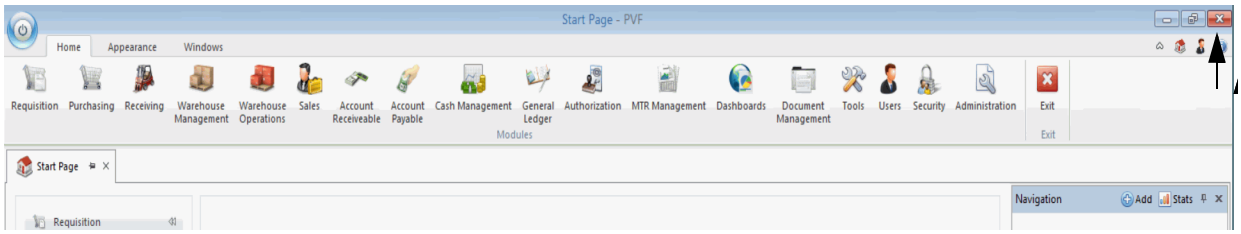
Figure 4. PVF Start Page



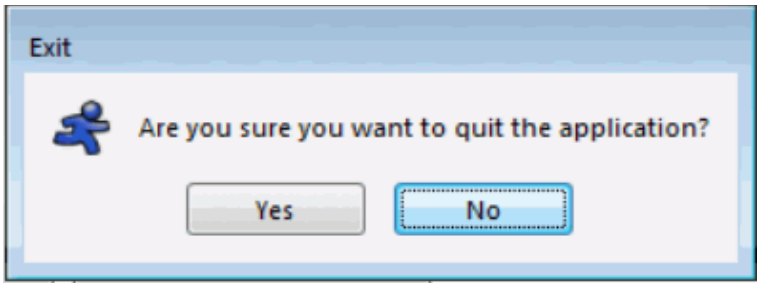
1.4.2 Logging Out

To log out from the desktop application of Software 4 U:

1. From the main start page, select either the **Exit** icon or the "**x**" from the toolbar as shown below:



2. If there are any pages open with unsaved data, you will be prompted to save the data or not. Following any save confirmations, the following message box will be displayed.



3. Select **Yes** to quit or exit out of the Software 4 U application. You are now logged out of the system.

1.5 Help and Contacting Tech Support

To be added.

Chapter 2 System Configuration

This chapter of the Software 4 U Manual includes details as to how to set up your system including:

- the initial setup and how to configure it specifically for your company,
- how to change configurations once set and
- how to set up each user.

In this chapter:

Configurations Overview on page 2

Default Configurations on page 3

Company Specific Configurations on page 13

User Configuration on page 15

2.1 Configurations Overview

The Software 4 U system was designed to be extremely configurable for your company. Upon initial installation, each configuration is set to a predefined default value. It is strongly recommended to get very familiar with all configurations. This will make Software 4U just right for you. The following table includes all configurations that are mandatory upon initial setup.

Figure 5.Mandatory Initial Configurations

Configuration Name	Description	Possible Value	Example Value
SmptUser	Path where report files are stored	any	hr@leantect.com
SmsFrom	Number from which an sms will be sent	any	12815009627
SmsTo	Number to send an sms message	any	8327760799
SmtpHost	Path where report files are stored	any	smtp.gmail.com
SmtpPassword	Path where report files are stored	any	LeanTect2012
SmtpPort	Path where report files are stored	any	587
SmtpSSL	Path where report files are stored	any	1

There are many more configurations in the system. To view all configurations, possible values, and the default value, please review *Default Configurations* on page 3.

Each configuration can be reset to accommodate your company's needs. To do this, go to *Company Specific Configurations* on page 13

2.2 Default Configurations

There are configurations that can be set for each of the following modules or parts of the software. They are organized as follows. View each section to see a list of all configurations for that group along with each ones' possible values and default value.

- *Quote Related Configurations*
- *Sales Configurations*
- *Quick Picking Configurations*
- *Pick Pack Ship Configurations*
- *Receive and Voucher Generation Configurations*
- *Cycle and Physical Count Configurations*
- *Replenishment and Stocking Configurations*
- *Miscellaneous Configurations*
- User

Figure 6.Quote Related Configurations

Configuration Name	Desccription	Possible Values	Default Value
QuoteAllowedHeaderMaximumPercentage	Set maximum profit % for quote to be valid	0-100	100
QuoteAllowedHeaderMinimumPercentage	Set minimum profit % for quote to be valid	0-100	10
QuoteAllowedLineMaximumPercentage	Set maximum profit % for quote line to be valid	0-100	100
QuoteAllowedLineMinimumPercentage	Set minimum profit % for quote line to be valid	0-100	10
QuoteAllowHeaderProfitValidation	Throw warning if quote is under min or over max?	1 = yes 0 = no	1
QuoteAllowLineProfitValidation	Throw warning if quote line is under min or over max?	1 = yes 0 = no	1
QuoteHeaderShowMessageProfitPercentageValidations	Show quote profit message	1 = yes 0 = no	1
QuoteHeaderShowProfitPercentageValidations	Throw warning if quote header profit is under min?	2=show error 1 = show warning 0 = no msg	1
QuoteLinesShowMessageProfitPercentageValidations	Show quote line profit warning message in Quote view?	1 = yes 0 = no	1
QuoteLineShowProfitPercentageValidations	Throw warning if quote line profit is under min?	2=show error 1 = show warning 0 = no msg	1

Configuration Name	Desccription	Possible Values	Default Value
QuoteLineUnderAvailableStockValidation	Validate understock quote line	0 = Not validate available column 1 = Show warning message, 2 = Ask if the user wants to continue.	1
QuotePricesFromQuoteNotAuthorizedAllowed	Retrieve last quote (LQ) prices from quotes needing authorization?	1 = yes 0 = no	1
QuotePricesFromQuoteRejectedAllowed	Retrieve last quote (LQ) prices from rejected quotes?	1 = yes 0 = no	1
QuoteSalesOrderShowQuestionChangeCarrierToLines	Prompt user to set customer carrier to all lines? If no, then automatically set customer to all lines.	1 = yes 0 = no	1

Figure 7.Sales Configurations

Configuration Name	Desccription	Possible Val-ues	Default Value
SalesOrderAllocateImplicit	Allocate implicit all sales orders?	1 = yes 0 = no	0
SalesOrderAllowedHeaderMaximumPercentage	Set max profit % for SO to be valid	0-100	100
SalesOrderAllowedHeaderMinimumPercentage	Set min profit % for SO to be valid	0-100	10
SalesOrderAllowedLineMaximumPercentage	Set max profit % for SO Line to be valid	0-100	100
SalesOrderAllowedLineMinimumPercentage	Set min profit % for SO Line to be valid	0-100	10
SalesOrderAllowHeaderProfitValidation	Throw warning when SO profit is over/under?	1 = yes 0 = no	1
SalesOrderAllowLineProfitValidation	Throw warning when SO Line profit is over/under?	1 = yes 0 = no	1
SalesOrderAskPrintAllBundlesOnQuickPicking	Quick Pick- Print all bundles?		1

Configuration Name	Desccription	Possible Values	Default Value
SalesOrderCreateFromQuotePartially	Can so be created from Quote partially? Should SO show line selection window?	0 = Allow partial, show selection window and allow user to choose lines 1 = Don't allow partial or line selection, don't show selection window 2 = Don't allow partial, but show windows w/lines checked; don't allow to change checked state	0
SalesOrderHeaderAllowPartial	Allow partial SO?	1 = yes 0 = no	1
SalesOrderHeaderShowMessageProfitPercentageValidations	Show header profit messages?	1 = yes 0 = no	1
SalesOrderHeaderShowProfitPercentageValidations	Which type of header profit message?	2=showerror 1 = show warning 0 = no message	1
SalesOrderIfNotPrintingAllBundlesWichForDefault	Print All Bundles?	1 = yes 0 = no	1
SalesOrderLineAllowPartial	Allow partial SO line?	1 = yes 0 = no	1
SalesOrderLineShowMessageProfitPercentageValidations	Show line profit messages?	1 = yes 0 = no	1
SalesOrderLineShowProfitPercentageValidations	Which type of line profit message?	2=showerror 1 = show warning 0 = no message	1
SalesOrderLineUnderAvailableStockValidation	Flag understock part lines?	2=showerror 1 = show warning 0 = no message	1
SalesOrderMaximumAllowedDiscountValue	Set max discount for SO to be valid	0-100	20
SalesOrderMillDirectAllowPicking	Can Mill Direct be picked, packed, and shipped?	0 = Can be picked 1 = Throw Warning 2 = Do not allow	2

Configuration Name	Desccription	Possible Values	Default Value
SalesOrderMillDirectAllowReceive	Can Mill Direct be received?	0 = Can be received 1 = Throw Warning 2 = Do not allow	2
SalesOrderPONumberAllowedRepeatedValue	Validate PO# on SO entry?	0=novalidation 1 = Throw Warning 2 = Throw error	1
SalesOrderPricesFromSalesOrderNotAuthorizedAllowed	Retrieve LSO prices from SO's needing authrization?	1 = yes 0 = no	1
SalesOrderPricesFromSalesOrderRejectedAllowed	Retrieve LSO prices form rejected SO's?	1 = yes 0 = no	1
SalesOrderUnderAvailableStockValidation	Flag understock SO's?	2=show error 1=showwarning 0=no msg	1
SalesOrderValidatePONumber	Require a PO# when entering SO	1 = yes 0 = no	1

Figure 8. Quick Picking Configurations

Configuration Name	Description	Possible Values	Default Value
QuickPickingBlockMachining	Should Qpick block machining until order is sent to pack?	1 = yes 0 = no	0
QuickPickingBlockOutsourcing	Should Qpick block outsourcing until order is sent to pack?	1 = yes 0 = no	0
QuickPickingBundleAge	Set age of bundle selection	1 = newest 0 = oldest	0
QuickPickingBundleCost	Set cost of bundle selection	1 = lower 0 = higher	0
QuickPickingCommittedHeats	Set validation for committed heats	2=showerror 1 =show warning 0 =no message	2
QuickPickingDefaultWarehouse	Set default warehouse for picking	1 = yes 0 = no	1
QuickPickingLocationDistance	Set distance of next bundles to pick	1 = yes 0 = no	0
QuickPickingLocationTypeClass	Set default picking Location Class ID	1 = yes 0 = no	0

Configuration Name	Description	Possible Values	Default Value
QuickPickingReportCycleCount	Report a cycle count when negative stock is found?	1 = yes 0 = no	0
QuickPickingReportShowBarcode	Show barcode on report?	1 = yes 0 = no	0
QuickPickingValidateNegativeStockForPacking	Set validation for stock packing operations	2=showerror 1 = show warning 0 = no message	1
QuickPickingValidateNegativeStockForShipping	Set validation for stock shipping operations	2=showerror 1 = show warning 0 = no message	1
UseQuickPicking	Use quick pick insead of complex warehouse?	1 = yes 0 = no	1

Figure 9.Pick Pack Ship Configurations

Configuration Name	Description	Possible Values	Default Value
PickerAssignAcceptCategoryWhenNoCriteriaFound	Allow picker to pick without category configuration?	1 = yes 0 = no	1
PickerAssignAcceptClassWhenNoCriteriaFound	Allow picker to pick without class configuration?	1 = yes 0 = no	1
PickerAssignAcceptGroupWhenNoCriteriaFound	Allow picker to pick without group configruation?	1 = yes 0 = no	1
PickerAssignAcceptPartWhenNoCriteriaFound	Allow picker to pick without part configuration?	1 = yes 0 = no	1
PickerAssignAcceptWarehouseWhenNoCriteriaFound	Allow picker to pick without warehouse configuration?	1 = yes 0 = no	1
PickerAssignAcceptWarehouseZoneWhenNoCriteriaFound	Allow picker to pick without warehouse zone configuration?	1 = yes 0 = no	1
PickerAutomaticAssignation	Automatically assign pickers?	1 = yes 0 = no	1
PickerAutomaticReadyToPick	Automatically set picking list to "ready to pick?"	1 = yes 0 = no	1
?	Should system allow cross warehouse operations in picking/ packing?		1
PickerValidateUnitWeight	Validates if picker can handle pick list alone or needs more packers	?	1
PackerAssignAcceptCategoryWhenNoCriteriaFound	Allow packer to pack without category configuration?	1 = yes 0 = no	1
PackerAssignAcceptClassWhenNoCriteriaFound	Allow packer to pack without class configuration?	1 = yes 0 = no	1

Configuration Name	Description	Possible Values	Default Value
PackerAssignAcceptGroupWhenNoCriteriaFound	Allow packer to pack without group configuration?	1 = yes 0 = no	1
PackerAssignAcceptPartWhenNoCriteriaFound	Allow packer to pack without part configuration?	1 = yes 0 = no	1
PackerAssignAcceptWarehouseWhenNoCriteriaFound	Allow packer to pack without warehouse configuration?	1 = yes 0 = no	1
PackerAssignAcceptWarehouseZoneWhenNoCriteriaFound	Allow packer to pack without warehouse zone configuration?	1 = yes 0 = no	1
PackerValidateUnitWeight	Validates if packer can handle pack list alone or needs more packers	?	1

Figure 10.Receive and Voucher Generation Configurations

Configuration Name	Descripton	Possible Values	Default Value
PreReceivingInvoiceNumberCriteria	Validate if INV# was used in other Receive/Pre-receive	2=showerror 1 = show warning 0 = no message	1
PreReceptionAllowedPercentageOverReceive	Set allowed % over quantity ordered to be over-received	any	100
ReceiveShortReceiveAllowedPercentage	Set allowed % under quantity ordered that can be under-received	any	10
PreReceptionAllowWithoutMTR	Allow pre-rec. of bundles without MTR?	1 = yes 0 = no	1
ReceiveAllowWithoutMTR	Allow rec. of bundles without MTR?	1 = yes 0 = no	1
ReceiveDirectReceivingInvoiceNumberCriteria	Validate if INV# was used in other Receive/Pre-receive	2=showerror 1 = show warning 0 = no message	1
ReceiveRMAAllowHeatFromAnotherInvoice	When Rec. RMA, allow heats from previous invoices?	1 = yes 0 = no	1
GenerateVoucherAfterDirectReceiveComplete	Automatically Generate Voucher with Direct Receive?	1 = yes 0 = no	1
GenerateVoucherAfterReceiveComplete	Automatically Generate Voucher with Receive?	1 = yes 0 = no	1
ReceiveIncomingShipmentMaxDelay	Set max # of days an order can be delayed before going to extremely delayed state	any	10
ReceivePutawayAutoAllocateBuyout	Auto allocate for BO goods?	1 = yes 0 = no	1

Configuration Name	Descripton	Possible Values	Default Value
ReceivePutawayAutoAllocateCommit	Auto allocate for committed goods?	1 = yes 0 = no	1
ReceivePutawayAutoPick	Launch picking batch after auto allocation for put away goods?	1 = yes 0 = no	0
ReceivePutawayAutoPickAllowPartial	Launch picking batch after auto allocation for partial put away?	1 = yes 0 = no	0
ReceivePutawayAutoPickOnlyReceived	Launch picking batch on put away for receiving amount of for all of the allocated order?	1 = yes 0 = no	0
ReceiveStockerAssignAcceptCategoryWhenNoCriteriaFound	Rec. without category configuration?	1 = yes 0 = no	1
ReceiveStockerAssignAcceptClassWhenNoCriteriaFound	Rec. without class configuration?	1 = yes 0 = no	1
ReceiveStockerAssignAcceptGroupWhenNoCriteriaFound	Rec. without group configuration?	1 = yes 0 = no	1
ReceiveStockerAssignAcceptPartWhenNoCriteriaFound	Rec. without part configuration?	1 = yes 0 = no	1
ReceiveStockerAssignAcceptWarehouseWhenNoCriteriaFound	Rec. in any warehouse without warehouse configuration?	1 = yes 0 = no	1
ReceiveValidateAllowedPercentageOnUI	Allow UI to validate min/ max rec %?	1 = yes 0 = no	1
InvoiceGenerationState	Set state value for invoice generation	?	1
VoucherGenerationState	Set state value for voucher generation	?	1
GenerateVoucherAfterDirectReceiveComplete	Automatically generate voucher at receive	1 = no 0 = yes	1
GenerateVoucherAfterReceiveComplete	Automatically generate voucher at receive	1 = no 0 = yes	1
GenerateInvoiceAfterShipmentComplete	Automatically generate invoice at shipment	1 = yes 0 = no	1

Figure 11. Cycle and Physical Count Configurations

Configuration Name	Descripton	Possible Values	Default
CycleCountByPart	Set unit of count	1 = By part 0 = by bundle	1
CycleCountCloseBeforeCounting	Leave count open from previous day	1 = no 0 = yes	0

Configuration Name	Descripton	Possible Values	Default
CycleCountEntryBlind	On cycle count adjustment, display system quantity	1 = yes 0 = no	0
CycleCountEntryBundle	Define cost of bundle generated by any cycle count adjustment	?	0
CycleCounterAssignAcceptCategoryWhenNoCriteriaFound	Allow counter to count category without category configuration?	1 = yes 0 = no	1
CycleCounterAssignAcceptClassWhenNoCriteriaFound	Allow counter to count class without class configuration?	1 = yes 0 = no	1
CycleCounterAssignAcceptGroupWhenNoCriteriaFound	Allow counter to count group without group configuration?	1 = yes 0 = no	1
CycleCounterAsssignAcceptPartWhenNoCriteriaFound	Allow counter to count part without part configuration?	1 = yes 0 = no	1
CycleCounterAssignAcceptWarehouseWhenNoCriteriaFound	Allow counter to count in any warehouse without warehouse configuration?	1 = yes 0 = no	1
CycleCounterAssignAcceptWarehouseZoneWhenNoCriteria Found	Allow counter to count in any warehouse zone without zone configuration?	1 = yes 0 = no	1
CycleCountQuantityOfDaysValid	Define the number of days count will remain open from date of activation		1
PhysicalCountAddBundle	Define Cost of bundle generated by any physcial count adjustment	?	0
PhysicalCountNumberOfCounts	Assign number of counts by default	1 or 2	2
PhysicalCountTagOrder	Set direction of order	0=tag down then over 1=over, then down	1

Figure 12. Replenishment and Stocking Configurations

Configuration Name	Description	Possible Values	Default Value
ReplenishmentMaxAllowUnitWeight	Set max weight per replenishment list	any	12000
ReplenishmentRouteGenerationMethod	Set generation method	0 = 1 to 1 1 = FIFO 2 = LIFO 3 = OPTIMAL	0
StockerAssignAcceptCategoryWhenNoCriteriaFound	Replenish without category configuration?	1 = yes 0 = no	1

Configuration Name	Description	Possible Values	Default Value
StockerAssignAcceptClassWhenNoCriteriaFound	Replenish without class configuration?	1 = yes 0 = no	1
StockerAssignAcceptGroupWhenNoCriteriaFound	Replenish without group configuration?	1 = yes 0 = no	1
StockerAssignAcceptPartWhenNoCriteriaFound	Replenish without part configuration?	1 = yes 0 = no	1
StockerAssignAcceptWarehouseWhenNoCriteriaFound	Replenish without warehouse configuration?	1 = yes 0 = no	1
StockerAssignAcceptWarehouseZoneWhenNoCriteriaFound	Replenish without warehouse zone configuration?	1 = yes 0 = no	1
StockerValidateUnitWeight	Validates if stocker can handle alone or needs help	?	1
StockerAssignAcceptStartReplenishmentOnBusyStockers	Let dispatcher start replenishment when stockers are busy?	1 = no 0 = yes	0
StockersAssignValidateBusyStockers	Validates stocker assignments when assigning another replenishment list?	1 = yes 0 = no	1

Figure 13. Miscellaneous Configurations

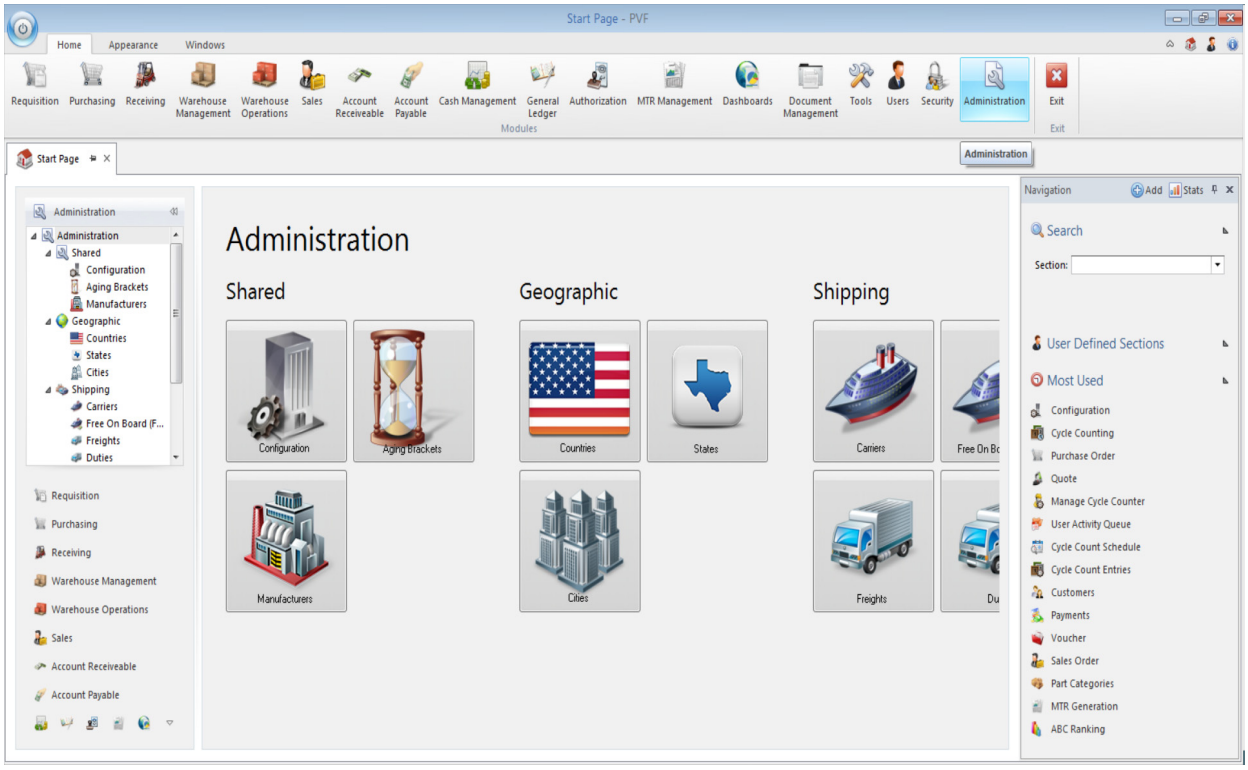
Configuration Name	Description	Possible Values	Default Value
AcctPriorityLookUp	General ledger accounts look up when posting transactions	0=look by group 1=look by account	0
CanEditInvoiceFromMiscSalesOrder	Allow user to modify invoice from SO?	1 = yes 0 = no	1
CanEditVoucherFromMiscPurchaseOrder	Allow user to modify voucher from PO?	1 = yes 0 = no	1
ChartOfAccountConfigurationID	Set default configuration ID		1
CustomerPortalPassword	Set the password for the customerportal user	any	CustomerPortal
CustomerPortalPasswordGuest	Set the password for the customerportal user	any	CustomerPortalGuest
CustomerPortalUser	Set the customerportal user	any	CustomerPortal
CustomerPortalUserGuest	Set the customerportal user	any	CustomerPortalGuest
MTRWarningNotificationTime	Indicate time interval in milliseconds to show the alert	0 = no alert	10000
PickupHourByDefault	Set default pick up hour	any hour	12:00 PM
PurchaseOrderFromSalesOrderWarehouse	PO: Set where warehouse value comes from	1=fromVendor 0=From SO	1
QRServiceURL	Set URL to generate the QR	any	address listed on page

Configuration Name	Description	Possible Values	Default Value
SendInvoiceApprovedMailToCustomer	Indicates if a mail must be sent to the customers after approve invoice	1 = yes 0 = no	0
SendSMS	Indicates if the system should send sms messages	1 = yes 0 = no	0
UserCustomerProfitValidationInformation	use customer info (if applicable) or global values	1=Customer Info 0=Global Config.	1
UserActivityQueStartMultipleActivities	Allow user to start multiple activities at the same time?	1 = yes 0 = no	0
UserActivityQUeStartOnlyTopActivity	Allow user to start any activity from any que?	1 = yes 0 = no	0
WarehouseActivitiesAllowChangeAssignation	Allow user to assign a task assigned to another person?	1 = yes 0 = no	0
WarehouseActivitiesAllowManualAssignation	Allow manual activity assignation by warehouse users?	1 = yes 0 = no	0
WarehouseActivitiesAllowWarehouseAssignation	Allow cross warehouse assignations?	1 = yes 0 = no	1

2.3 Company Specific Configurations

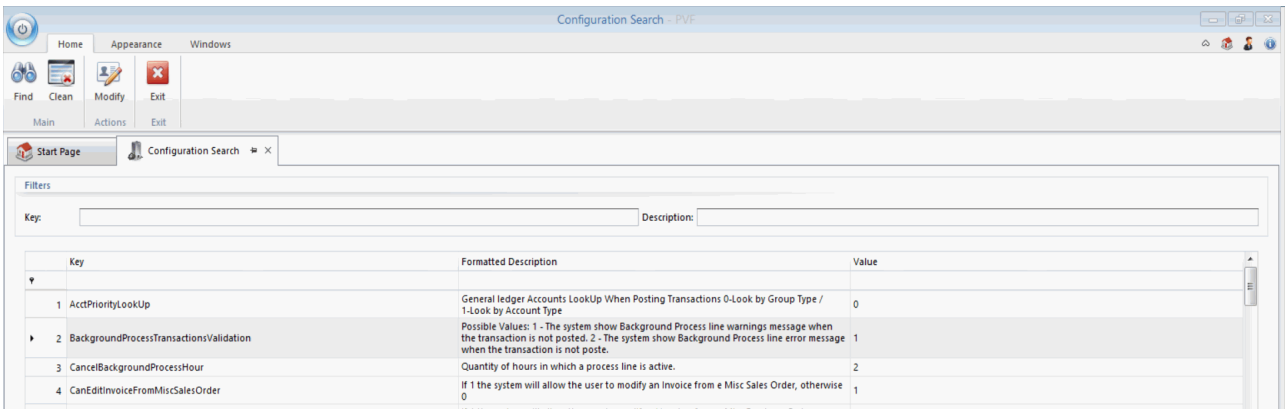
To view or reset these configurations, you will need to access the Administration module. To do this, select **Administration** from the Start Page and then from the Administration page, select **Configuration**.

Figure 14.Administration Start Page



The **Configuration** page is displayed.

Figure 15.Configuration Page



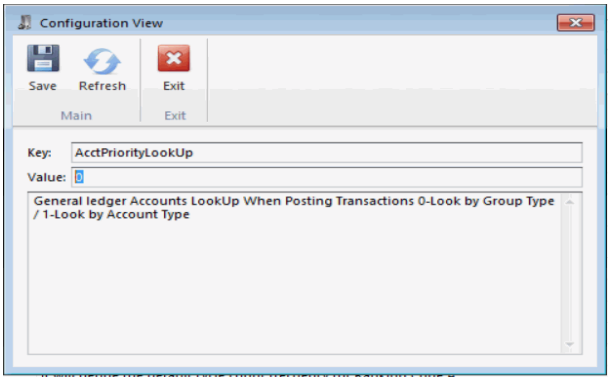
The configuration keys are displayed in the left column. These are all of the configurations provided to make your system specific to your needs. The middle column is the description of the configuration key including the possible values and what they mean. The column on the right is the current value of the key.

To initially set these configurations

The most efficient method to set these configurations is to walk through them one by one to determine how the system should work to best fit your companys' needs and change each value as needed.

To change the value of a configuration key

1. Select the key to change by left clicking on that key. To do this either:
   - Scroll through the list or
   - Type it in directly or
   - Use the filtering options if needed. For example, if you are looking for a configuration specific to a quote, type in Quote in the filter. A list of only those configuration keys that contain the word quote will be displayed.
2. Select **Modify** (**Alt+M**). The Configuration View box will be displayed with that configuration key and its' description and value displayed.



3. The focus should be set at the value field so just enter the new value.
4. Select **Save** (**Alt+S**) to save the new value. The Configuration View box is closed and the Configuration page is displayed with the new value.

Continue to make other changes if needed or exit if there are no more changes to be made.

2.4 User Configuration

Chapter 3 User Interface

This chapter gives an overview of the user interface. It includes:

- an overview of the user interfaces available;
- a description of how and when each interface can be used;

For each user interface, there will be a section that includes:

- how to navigate and search within each interface; and
- how to use each system.

In this chapter:

Overview on page 18

Windows Application on page 21

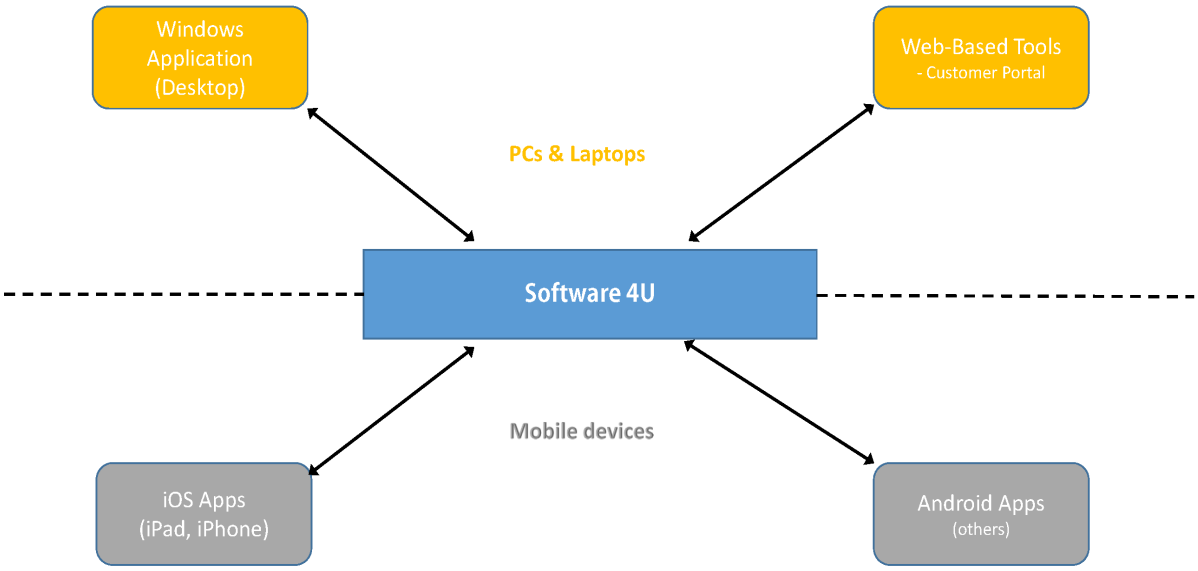
Mobile Applications on page 53

Web-Based Tool on page 56

3.1 Overview

The Software 4 U system is accessible in many different ways by many different users. It can be accessed via several platforms depending on which application you will be using such as the Windows application, one of the Web-based tools, an iOS App for Apple mobile devices, or an Android App for Android mobile devices.

The majority of the system is supported via the Windows application which requires direct or remote access to the computer that the system is loaded onto. This application is often referred to as the desktop version. The Web-based tool has limited functionality compared to the Windows application but can be accessed anywhere via the Internet. Certain functionalities can be accessed and are very specific to the mobile devices.



Each user interface mentioned above and depicted in the diagram include some similar functionalities but are not completely cohesive in their functionality. For example, the Windows application contains all functionality except any that uses the scanner and is the most extensive in its' use. The mobile devices are specifically used to support the scanning of goods coming and going within the warehouse in addition to some day to day functionality. The web-based tool has limited capabilities and is used primarily by outside organizations to view and access data within the system.

The table below lists the general functionalities of the system and what is available for each user interface.

Table 1.

Function	Department	Windows App	Mobile Apps	Web Tools
Create a Purchase Order	Purchasing	X		
Pre Receive a Purchase Order	Logistics	X		
Receive a PO after a Pre Receive	Logistics	X		
Receive a PO without a Pre Receive	Logistics	X		
Monitor Incoming Shipments	Logistics	X		
Check Inventory	All	X	X	X
Pick	Wh Operators	X	X	
Pack	Wh Operators	X	X	
Ship	Wh Operators	X	X	
Transfer Inventory	Wh Mgmt	X	X	
Manage Warehouse Operators	Wh Mgmt.	X	X	
Replenishments	Wh Mgmt	X	X	
Physical Counts	Wh Mgmt	X	X	
Cycle Counts	Wh Mgmt	X	X	
Order Fulfillment	Sales	X	X	
Create Quotes	Sales	X	X	
Create Sales Orders	Sales	X	X	
Create a Buyout	Sales	X	X	
Authorizations	Admin	X		
AR - Invoicing	Accounting	X		
AR - Collections	Accounting	X		
AR - Credit Memos	Accounting	X		
AP - Vouchers	Accounting	X		
AP - Payments	Accounting	X		
AP - Debit Memos	Accounting	X		
Cash Management	Accounting	X		
Check status of an order	Accounting	X	X	X
Check status of customer account	Accounting	X	X	X

The following sections within the chapter include how to use, navigate and manage each user interface tool. Definitions of terminology used, how to view and enter data, and

how to navigate within the system will be described below for the following user interfaces:

- *Windows Application* on page 21
- *Mobile Applications* on page 53
- *Web-Based Tool* on page 56

For each user interface depending on the platform, there is a workspace created for you. It is your view of and the interface to the Software 4 U system available on that platform.

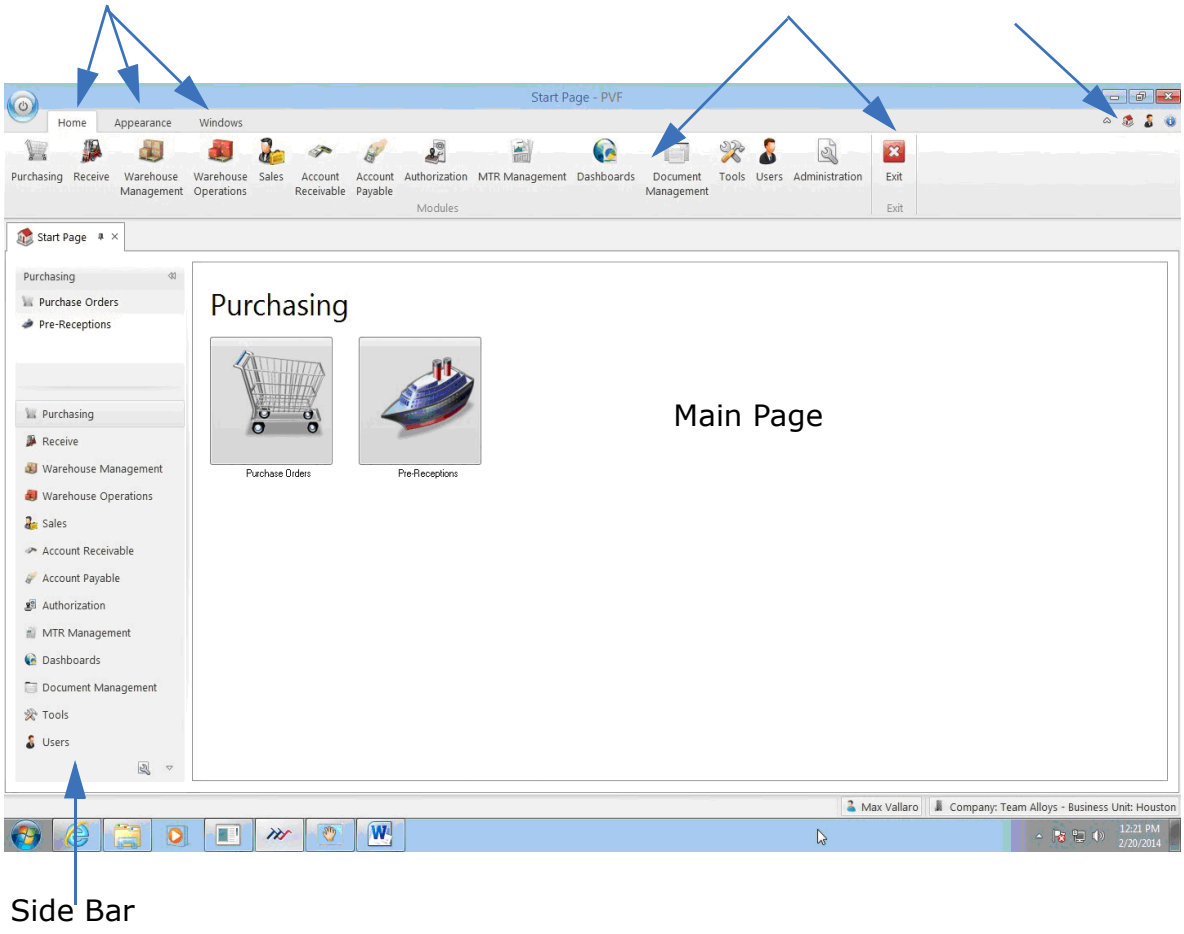
3.2 Windows Application

The majority of the system is supported via the Windows application (desktop version) which requires direct or remote access to the computer that the system is loaded onto. It is a windows based application that contains many modules which support the configuration, user interface, and functionality of the Software 4U system. This section of the document will describe in detail the different parts of the Desktop application and how to utilize all features of the user interface.

3.2.1 Workspace

For the Windows application, the parts of your workspace are the tabs, the windows navigation tools, the toolbar and the page itself.

Figure 16.Workspace



3.2.1.1 Tabs

On every page within the system there are three tabs available which are listed as tabs at the top left portion of the page. These tabs are **Home**, **Appearance** and **Windows**. **Home** provides access to the current page in focus. The latter two provide access to tools which customize the workspace.

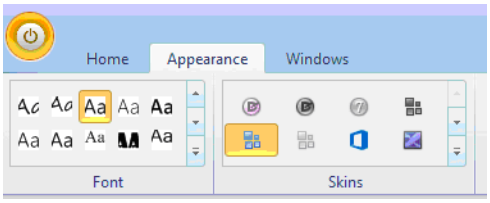
Home

The **Home** tab brings the main focus to the current page which can be identified in the tab section of the main part of the screen. There can be many pages open at once but only one can have the focus of the workspace.

Appearance

The **Appearance** tab provides the toolbar for customizing your workspace. Selecting different fonts and skins will modify the way the screen is displayed to the user. A skin is the look and feel of the screen.

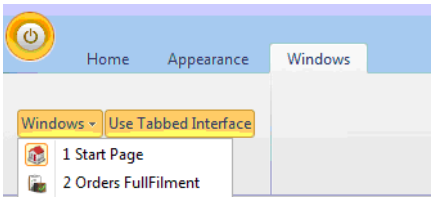
Figure 17.Appearance Tab



Windows

Provides the toolbar to manage which open window is to be displayed. This can be done here or by directly clicking the tabs within the main page.

Figure 18.Windows Tab



3.2.1.2 Window Navigation Tools

On the far upper right corner of each window or page the same set of icons are displayed. These icons are links to tools that help the user navigate and use the system. These are shown and described below.

Figure 19.Tools

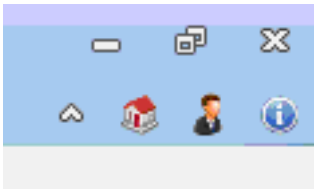


Table 2. Tools

Name	Icon	Description
Minimize		Minimizes the screen.
Restore	or	Restores the screen to a smaller size or restores to the full screen size.
Exit		Exits the system.
Toolbar Minimizer/ Expander (Ctrl + F1)	or	Minimizes/expands the ribbon (toolbar) at the top of the page. When minimized, only the tabs available on the page are displayed.
Start		Opens the start page.
User		Changes user.
System Information		Provides information about the system.

3.2.1.3 Toolbar

On every page within the system there will be a toolbar containing one or more icons. Each toolbar consists of one or more parts so that the icons can be grouped by functionality. Each part of the toolbar is divided by a solid line. The icons define the tasks available for that page.

To access an icon, simply use the mouse to hover over the icon until it is highlighted. When hovering, the title of the icon will be displayed which should explain its' functionality. At this point, left click to select.

In addition, each icon has a corresponding Alt key that can be used to initiate the task. Some icons in the main section of the toolbar can also be accessed by using the Control (CTRL) key. Both the alt and the ctrl keys are considered shortcuts.

3.2.1.4 Page

The page portion of your workspace is the actual main part of the page. It is where the main focus of that page is displayed whether it is to display data, to provide tasks

available, or for data entry. The next section of this document details the types of pages available in the Software 4 U system

3.2.2 Pages

The Software 4 U system contains many pages. There are several types of pages as listed below:

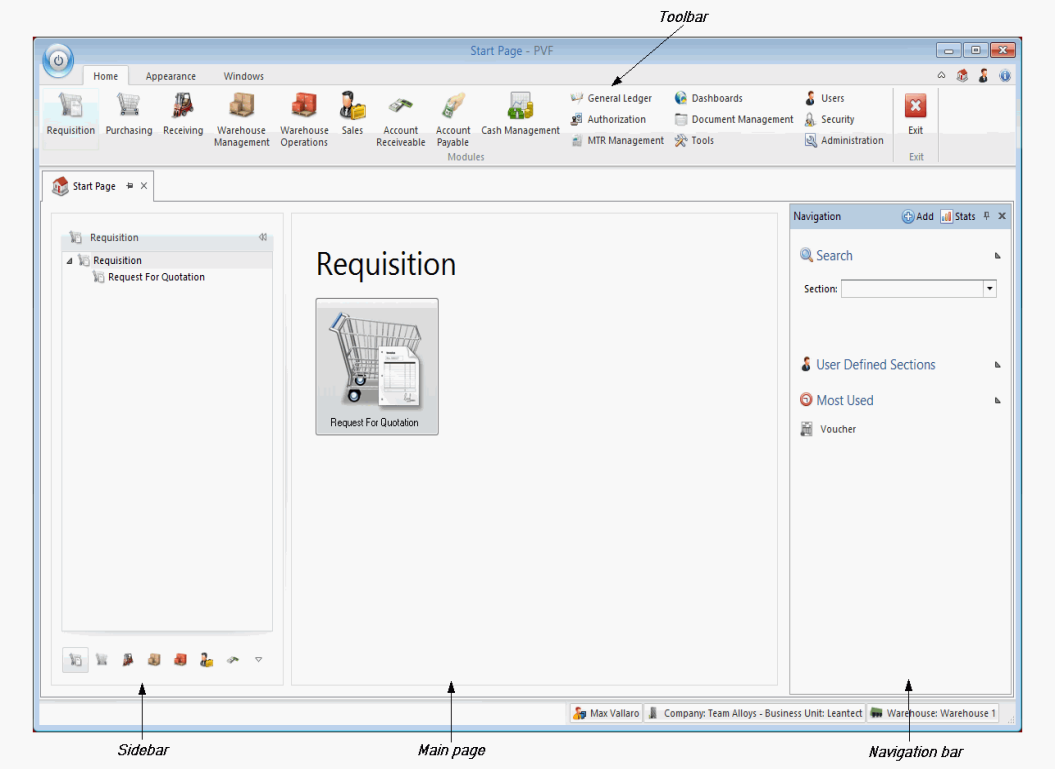
- *Start Page* on page 24
- *General Pages* on page 30s
- *Search Pages* on page 43
- *Monitoring Pages* on page 41
- *User Management Pages* on page 42

The Start page is where it all begins and is where you can get access to all components or modules of the system. Each module has a specific functionality and has one or more pages that support it. Each of these pages are considered to be general pages, search pages, monitoring pages, or user management pages. Each one consists of a toolbar and the main section of the page. The start page is very unique. However, the other pages share common tools and navigation methods. These are described in the general page section. Specifics about the other pages are explained following the general page.

3.2.2.1 Start Page

The Start page is where you can access all pages available to you within the system and includes a toolbar and a main section just like all pages. However, within the main section of the start page, on the left side, there is a sidebar that mirrors the toolbar, the main section, and the system navigation bar. This format is unique to the start page. The main part of the page displays all pages via icons that are available based on which module is currently selected. The following section explains the details of the Start page and how to use or navigate it.

Figure 20.Start Page



Start Page- Toolbar

The toolbar for the Start page is in the upper portion of the page and contains a list of all modules available within the system. The modules are what make up the whole system and are defined below.

Table 3. Toolbar Modules

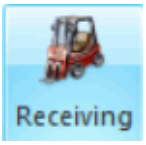
Module Name	Icon	Module Description
Purchasing **Alt+P**		Used to purchase products or goods needed by your company from approved vendors. Creates and manages the purchase orders (POs) while in work, completed, or in transit.
Receiving **Alt+R**		Used to process when and how products that were purchased via a PO are received by your company.

Table 3. Toolbar Modules

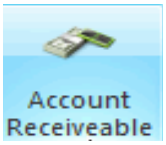
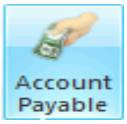
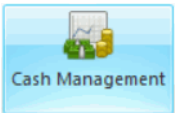
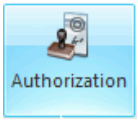
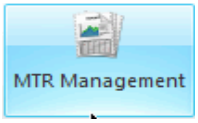
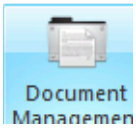
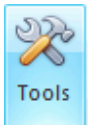
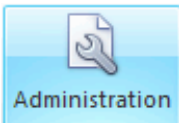
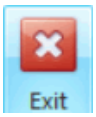
Module Name	Icon	Module Description
Warehouse Management **Alt+W**		Used to manage the products or goods coming into your company by providing tools to manage the warehouses that store the products, to help you know what products you have and how much at any given time, and how to stock the warehouse in the most efficient way for stocking and retrieving.
Warehouse Operations **Alt+O**		Used to manage the products or goods going out of your company by providing tools to guarantee fulfillment of sales orders and to expedite the picking, packing, and shipping processes within your warehouse.
Sales **Alt+S**		Used to sell your products or goods to your customers. Creates and manages quotes and sales orders (SOs).
Accounts Receivable **Alt+V**		Creates invoices after an order is placed by a customer, keeps track of what payments have been made to which invoices, and initiates the collection process if invoices become overdue. It also includes tracking and managing Credit Memos and RMAs.
Accounts Payable **Alt+Y**		Creates vouchers after a supplier has issued an invoice and it has been approved for payment, documents money your company owes for purchased of goods or services, and generates the payments.
Cash Management **Alt K**		Manages all interactions with the bank(s) including cash deposits, manual bank transactions, bank to bank transfers and bank reconciliation.
General Ledger **Alt+L**		Used to set configurations for the general ledger and to make journal entries into the general ledger.
Authorization **Alt+Z**		Used by a manager to authorize a quote, sales order, return, purchase order, voucher or payment that does not fall within the normal, pre-determined criteria.
MTR Management **Alt+M**		Manages the Material Test Reports by finding, opening, and scanning the reports that are needed when selling and purchasing materials
Dashboards **Alt+D**		Allows for complete monitoring of all aspects of Sales from orders to shipping to invoicing, along with access to a Business Intelligence tool which allows you to access details about the business.

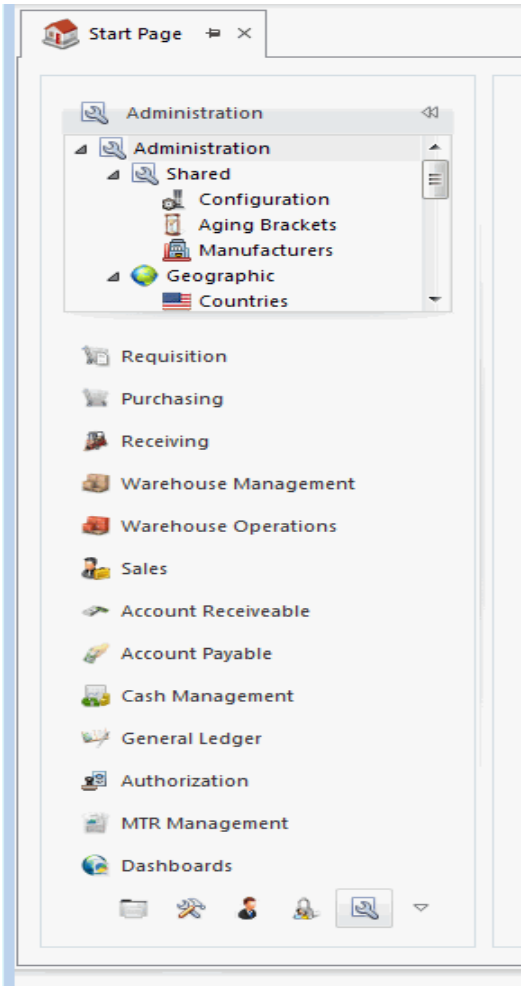
Table 3. Toolbar Modules

Module Name	Icon	Module Description
Document Management **Alt+C**		Manages all transactions and documents within the system allowing you to find, print, download or email the selected item.
Tools **Alt+T**		Provides support tools for emailing, cycle count rankings, and importing/exporting data.
Users **Alt+U**		Manages user access, schedule, activity queue, and activity history.
Security **Alt+I**		Used to set user and group specific customizations for what is allowed to be worked on or viewed.
Administration **Alt+A**		Manages all entities within the system allowing a user to find, add, modify and/or delete an instance of an entity depending on the users' authorization level.
Exit **Alt+E**		Exits Software 4 U system.

Start Page- Sidebar

The sidebar of the Start page is on the left side of the page and has a corresponding list of all modules available within the system just as the toolbar does. However, it also has the option to display the pages available under that module in list form instead of icon form. The solid line at the bottom can be moved up or down so that more or less modules will be displayed.

Figure 21.SStart Page Side Part



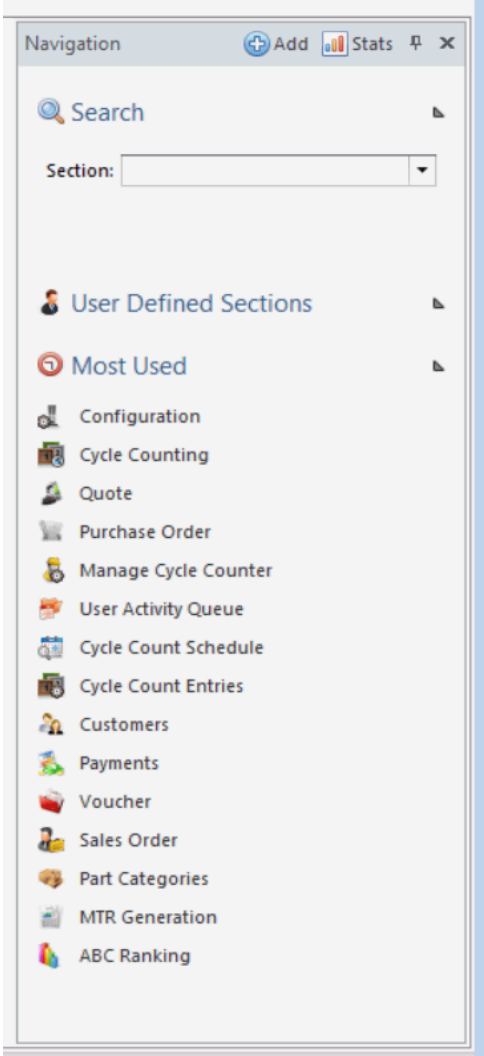
Start Page- System Navigation bar

The Navigation Bar on the Start page is provided to give you direct access to a page, a transaction, or data depending on your need. It also provides a way to display commonly used modules and pages by you specifically.

To find a transaction, for example, a specific sales order, simply type SOxx in the search box where xx is the sales order number.

To go directly to a page, simply type in the page name.

Figure 22.Start Page Navigation Bar



Start Page - Navigating

Navigating the Start page is very easy. The basic function of the start page is to get you where you want to go within the system. This can be done using the toolbar and sidebar or by using the System Navigation bar as explained above. When using the sidebar and toolbar, the two things to do are to 1) select a module and 2) select a function within that module to open the page needed.

1) To select a module either:

- Click the icon in the toolbar, or
- Click the name of the module in the lower section of the sidebar, or

- Press the **Alt+**key and the code of the module as described in *Table 3, Toolbar Modules*.

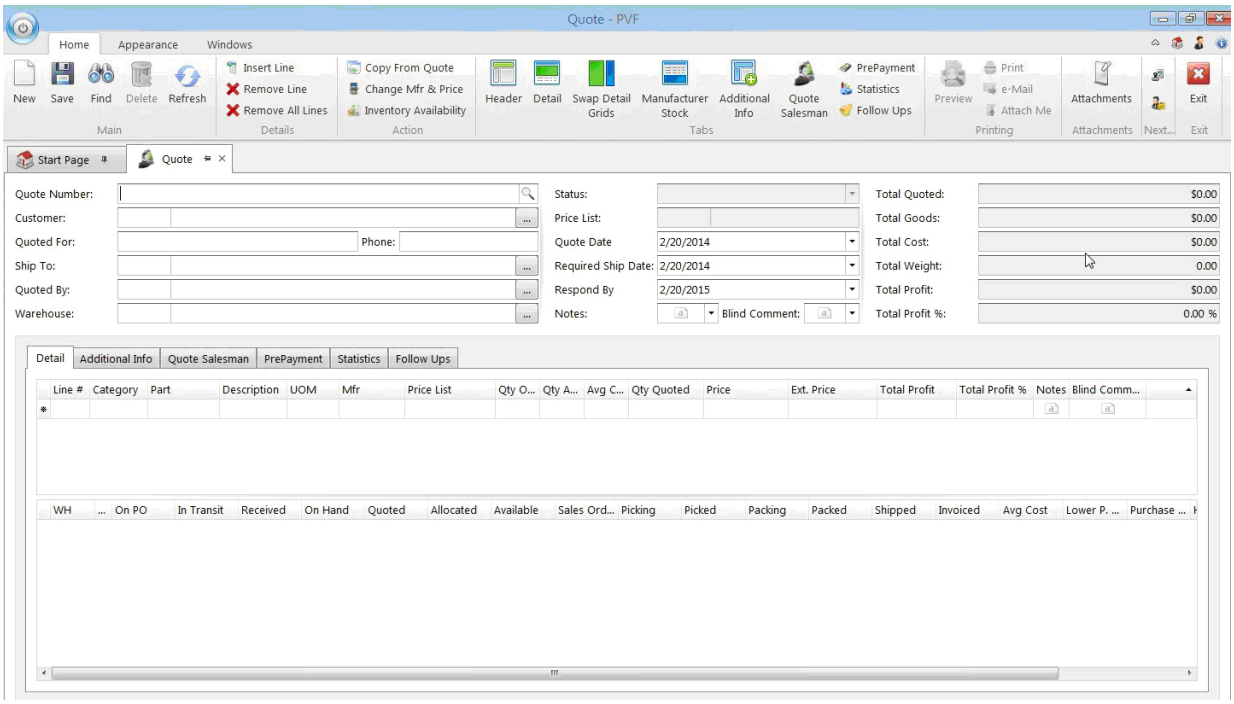
2) To select a function either:

- Click the icon in the main section of the page, or
- Click the name of the function in the upper section of the sidebar, or
- Press the **Tab** key to change focus to main section of the page and then use the arrow keys to cycle through the functions/icons within the module. When the icon is highlighted that you want, press **Enter**.
- Press the **ESC** key to go back or "escape" from the current mode.

3.2.2.2 General Pages

All pages have a toolbar and a main section of the page as stated above and use the same techniques for accessing, entering, and viewing data and for navigating around the page. There is functionality that is common across pages and that is described here. However, each page may have page specific parts or tasks which will be defined and explained within the module descriptions. All common parts will be defined here within the general page description. To find page specific information, please refer to the section specific to that page.

Figure 23.General Page



Many General Pages can be open at one time. There are page tabs just below the toolbar that show which pages are open

To maneuver between the different pages, either:

- Use the keyboard shortcut **Ctrl+Tab t**o switch between the different open pages. The system will display a box that shows the different pages open as you enter **CTR+Tab**. Which ever page is stop at is the one that will be made current
- Use the mouse and click on the tab of the page that you want.

General Page Elements

To navigate this system, it is helpful to familiarize yourself with the different elements that make up a page such as, fields, field descriptors, grids, and tabs.

Fields

There are two types of fields on each page. Each field is either a *user input field* or a *data display field*. User input fields are those fields that the user can modify or change. Data display fields are fields that display only and cannot be modified. The data can be system supplied or previously user supplied. Whether or not a field is user input or display only is dependent on the page that is open and the user that is logged in at the time.

- To move the focus to a field, left click on the field.
- To move from one input field to the next input field, press **Enter**.
- To enter data directly into the field:

  a. Tab down to or left click in the user input field.

  b. Type the data in the user input field and press **Enter**.

- To search for data from the database when a search button is present

  a. Select the or button to the right of the user input field.

  b. Search and accept data from Search page.

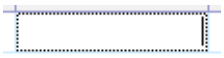
  Note: It is assumed that a user knows how to use all search screens. If not, please refer to *Monitoring Pages* on page 41.

The information is pulled from database and the fields are filled with the selected information.

- To load the current transaction, type the letter **c** in the user input field and press **Enter.**
- To load the last transaction used, type the letter **l** (el) in the user input field and press **Enter**.
- To load a new (blank) transaction, type the letter **n** in the user input field and press **Enter**.

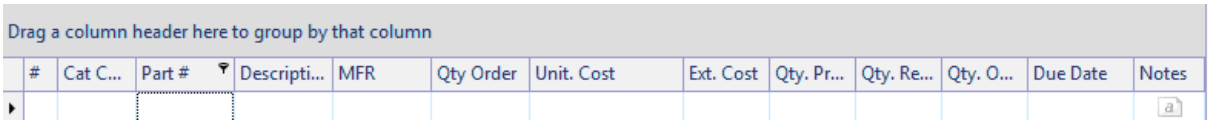
Field Descriptors

Table 4. Field Descriptors

Name	Symbol	Description
Search (transaction)		Click to search a transaction as described by the field name.
Search (entity)		Click to search for an entity as described by the field name.
Drop down list		Click to view choices.
Toggle or check box		Click to indicate Yes to the field it is associated with.
Scroll bar		Used to scroll through a list or data that does not fit in the section provided. Click the Up or Down arrows to move up or down or left click and hold the button to move through the list/data.
Resize		Left click and hold to resize sections of the page.
Field (data)		A display only field which cannot be modified. The data may either be system generated or previously input by a user.
Field (input)		A field in which the user can input or change data.
Field (cursor active)		A field surrounded by dotted lines indicating that the cursor is in that field.
Text box		To enter text simply start typing. To exit the text box, press the F4 key.

Grids

Figure 24.Grids



A grid is a table with rows and columns. The column headers are lightly shaded. Each row has the data for a particular item and has a line number #. If a field is a user input field it will be white. There are many tools available to help you filter and sort the data in a table.

If you hover your mouse over the column header, a little pin mark will appear. Clicking the little pin allows you to sort that column based on options listed. You can also drag a column header to the first column to sort by that column.

If you right click in any column header, the following drop box appears with choices:

Table 5. Column Drop down List

Icon	Name	Description
	Sort Ascending	Sorts the column alphabetically from a to z.
	Sort Descending	Sorts the column alphabetically from z to a.
	Clear Sorting	Clears any sorting that has been set.
	Group By This Column	Sorts the entire grid by this column.
	Show Group By Box	
	Remove This Column	Hides that column from the grid.
	Column Chooser	Displays the customization available for the current grid. The Customization tool is displayed with a list of additional columns available to be displayed. To add one, select the column title that you want by left-clicking it and holding down the left mouse key, drag it to the location in the grid where you want it displayed and release (drag and drop).
	Best Fit	Makes this column that you are the size that is best for that column.

Table 5. Column Drop down List

Icon	Name	Description
	Best Fit (all columns)	Makes all the columns currently displayed the best for all columns.
	Filter Editor	Opens an editor which allows for more filtering options.
	Show Find Panel	Displays a panel above the grid that contains a search field for the grid displayed.
	Show Auto Filter Row	Displays an entire row above row one that allows for filtering of every column.
Another option to perform on a grid is to move columns around. To do this, right click and hold the column header and move between columns of your choice.		

A table will always be displayed based on the default configuration. To customize the view, here are some functions available for all grids in the system. However, the changes will not be saved from one use to another.

To remove a column in a grid/table

1. Right click on the column header of the column to remove
2. From the drop down list, select **Remove This Column**. The column is removed for display purposes.

To add a column in a grid/table

1. Right click on any column header
2. From the drop down list, select **Column Chooser**. A box title Customization will be displayed if there are additional fields that can be displayed.
3. For those listed, select the one you want by left clicking and holding the field name to display
4. Move the mouse left and right. A down and up arrow will be displayed when you hover between two columns.
5. When it is where you want it, release the left mouse button.
6. When finished adding columns, click on the little red x in the customization box.

To move a column in a grid/table

1. Left click on the column header of the column to move
2. Move the mouse left and right. A down and up arrow will be displayed when you hover between two columns.

3. When it is where you want it, release the left mouse button.

To filter a column

1. With your mouse, hover over the column header of the column to filter
2. Select the little filter icon in the top right corner of the column header. A box will be displayed with all the possible contents to filter by.
3. Select one of the values displayed by moving the arrows keys through the list and pressing **Enter** or by selecting using the mouse. The column will display only those rows/lines with that column value equal to the one you selected.
4. To select All again, simply select All in the filter list displayed.
5. The filtering can also be more customized by selecting Custom in the filter list displayed.

   Note: Once a filter is applied to a column, the filter icon will stay displayed in the column header.

To customize filtering for more than one column

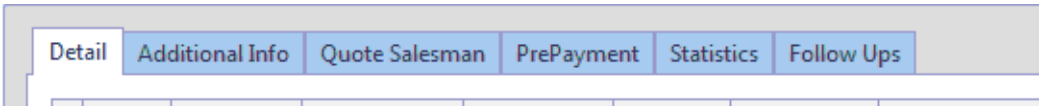
Use the Filter Editor. It is an extremely powerful tool to sort data in a table.

1. Right click on any column header
2. Select **Filter Editor** from the drop down list of options. The Filter Editor will be displayed.
3. Add as many filters as you want by selecting a field, how to sort by, and the value to sort with. Select And or the plus sign to add a filter to the list.
4. Select **Apply** from the Filter Editor. The filtering will be applied to the table.
5. To undo filtering, select **Filter Editor** again and select the little red x at the end of each filtering sentence or select the little filter icon in each column affected and select **ALL** to undo the filter for that column.

Tabs

A tab is a part of the page that protrudes or stands out form the normal page shape, allowing you to access different parts of a menu, display, or page.

Figure 25.Tabs



Some pages have one or more tabs in the main section of the page and one or tabs in the detailed section of the page. There can even be side tabs.

To view the data under each tab either:

- Click on the tab.
- Select the icon associated with the tab in the Navigation section of the toolbar.
- Select the **[Alt]** key and then press the number associated with that tab as displayed in the toolbar.

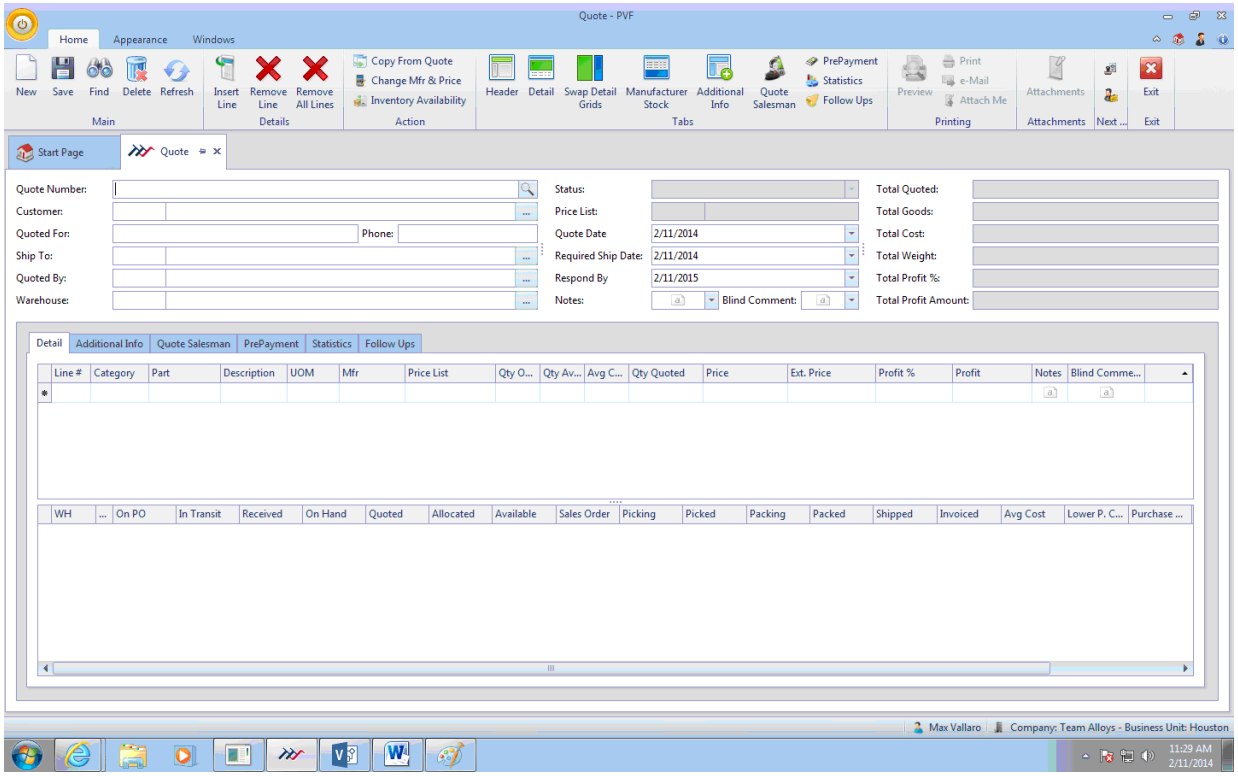
General Page Toolbar

The toolbar is where all choices are listed for the user for that particular page. Each page has a portion of choices that are fairly generic across the system and then a set of very specific tasks for that page. The generic or more general choices will be explained here. For those tasks that are very specific to a page, they will be listed under that specific page in the sections below.

Note: All choices can be accessed by left clicking the icon or by selecting the **Alt+**key on your keyboard and then the letter that is shown under the icon. The latter method is for those users more comfortable with the keyboard than the mouse. It is also a faster method once the keystrokes are learned.

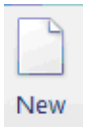
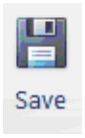
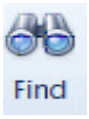
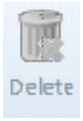
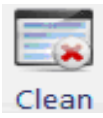
Here is an example of a page that includes all of the general toolbar options. Not all pages will have all of these options.

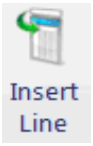
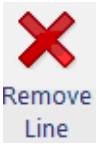
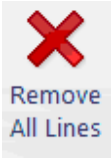
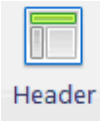
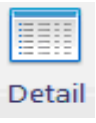
Figure 26.Toolbar - Navigation

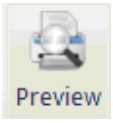


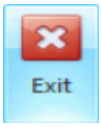
The following sections of the toolbar are shown below: Main, Details, Actions, Navigation, Printing, Attachments, Next, and Exit.

Table 6. General Page Toolbar

Section	Option	Icon	Description
Main	The main section of the toolbar is used to create, find, delete, and save data relating to the page loaded. Also, only when **Save** is selected are changes applied to the database.		
	New **Alt+N**		**New** clears the screen so the user can enter brand new information. If **New** is selected after data has been entered, the user will be prompted to save the changes or not. All fields on the page will be blank following a successful **New**.
	Save **Alt+S**		**Save** saves any changes to the current page that is loaded. If it is newly created, the system will assign a number, if needed, prior to creating and then saving. It will not save successfully if all the required fields are not entered.
	Find **Alt+F**		**Find** takes the user to a Search page. Once there, the purpose of this screen is to "find" an existing item and select (or accept) it. The user can: • Select from the list provided or enter a number directly in the primary field. Once the quote is located or selected, the user must select **Accept**. • Filter the list by specifying a certain range of dates that the quote was created using the **Date From** and **Date To** fields, if provided. • Filter the list by using the other fields, if provided.
	Delete **Alt+D**		**Delete** deletes the item that is currently open (viewed on the screen) from the system after a confirmation window is displayed.
	Refresh **Alt+R**		**Refresh** clears any changes made to the item since the last save. A prompt, letting the user know that changes have been made and refreshing will clear these changes, will appear.
	Clean **Alt+C**		**Clean** clears any filters that have been entered on the page, usually a search page.
Details	The details section of the toolbar is used to manage the data that is currently loaded. If data is not open and loaded, then these functions will not be available. Also, only when **Save** is selected are changes applied to the database.		

Section	Option	Icon	Description
	Insert Line **Alt+I**		**Insert Line** inserts a line into the detailed section of the page. It will insert a new line based on where the cursor is positioned in the details list provided on the page. All lines below the inserted line will be renumbered.
	Remove Line **Alt+K**		**Remove Line** removes a line from the detailed section of the page. It will delete the line based on where the cursor is positioned in the details list. All lines below the deleted line will be renumbered.
	Remove Lines **Alt+K**		**Remove Lines** removes a range of lines from the detailed section of the page. It will delete the lines based on the range entered. All lines will be renumbered.
	Remove All Lines **Alt+L**		**Remove All Lines** removes all lines from the detailed section of the page.
Actions	The Action section of the toolbar is set aside for actions specific to a page and will be explained for each page.		
Navigation	The Navigation section helps the user navigate within the page. Most pages have two main parts: the header and the body of the page. The main body is typically called the Detail section but can include tabs to access additional data relevant to the header information. The header does not change. When one of the navigation icons is selected, the focus of that page goes to that selected item. Selecting one of the other tabs in the body of the page or selecting the corresponding icon in the navigation section, will open and load that data into the body of the page.		
	Header **Alt+1**		Selecting **Header** will move the focus to the header portion of the page and will position the cursor to the first field in the header.
	Detail **Alt+2**		Selecting **Detail** will move the focus to the detail tab and will position the cursor to the first field in the pane.
	Other icons will be in the Navigation section based on the number of tabs available in the pane for that page.		
Selection	The Selection section provides actions that can assist the user in making selections from a list displayed on the page.		

Section	Option	Icon	Description
	Select **Alt+T**		Choosing this will select the current line of data, that is where the cursor is located.
	Unselect **Alt+U**		Choosing this will unselect the current line of data, that is where the cursor is located in the grid.
	Select All **Alt+Y**		Choosing this will select all of the lines of data in the grid on the page.
	Unselect All **Alt+I**		Choosing this will unselect all of the lines of data in the grid on the page.
Printing	The Printing section includes all functions related to capturing documentation for printing, emailing, or electronically attaching it to a transaction.		
	Preview **Alt+W**		Allows the user to preview the documentation created on this page.
	Quick Print **Alt+Q**		Allows the user to print the documentation created on this page automatically without the print page being displayed.
	Print **Alt+P**		Allows the user to print the documentation created on this page. The Print box is displayed so that a range, copies, and printer information can be entered if needed.
Attachments	The Attachments section of the toolbar contains those functions that are related to electronic versions of documentation being stored with association to the current transaction.		
	Email **Alt+M**		Utilize emailing services to email documentation.

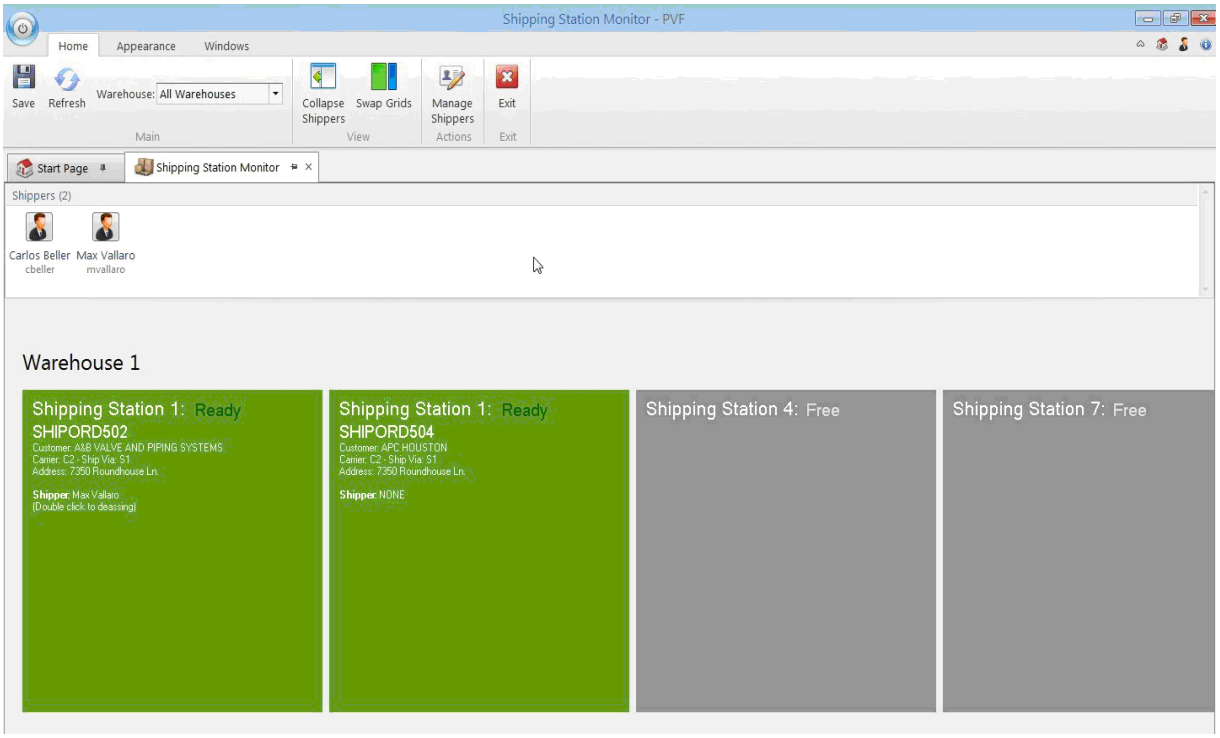
Section	Option	Icon	Description
	Attach Me **Alt+J**		Attaches the document associated with the page specific transaction to the transaction. This is like putting a paper document into a folder.
	Attachments **Alt+H**		View attachments linked to the transaction that is currently open.
Next Step	The Next Step section of the toolbar is set aside for actions to be taken next specific to this page and will be explained for each page.		
Exit			
	Exit **Alt+E**		The Exit section is on every page and only contains the **Exit** button. Clicking **Exit** closes the current page. If any data has been changed, the system will prompt the user to save or exit anyway. This is the same as selecting the little x in the upper right corner of the page.

3.2.2.3 Monitoring Pages

Monitoring pages are pages that are used to display information only. Just as its name implies, these pages are used to monitor activity. The look is fairly different than most pages. Even though there is a toolbar, its main functionality is to sort out or filter what is being monitored. The following pages are the available monitoring pages:

- Warehouse Operations Module
  - Quick Machining Monitor
  - Quick Outsourcing Monitor
  - Shipping Station Monitors
  - Packing Station Monitors
- Receiving Module
  - Incoming Shipments

Here is an example of a monitoring page:



Details about each page listed above are given in the reference section for the module it belongs to.

3.2.2.4 User Management Pages

User Management pages are very specific pages that are designed to manage warehouse operators. These are the pages where you can define who can do what and the maximum weight they can be assigned to. Each User Management page listed below looks exactly the same but is specific to a job.

- Receiving
  - Manage Receiving Stockers
- Warehouse Operations
  - Manage Stockers
  - Manage Pickers
  - Manage Packers
  - Manage Shippers

3.2.2.5 Search Pages

Within the Software 4 U system, there are many pages to help you search and/or manage the various entities and transactions. An **entity** is something that exists in itself, actually or hypothetically. It need not be of material existence. It is a person, place or thing that is used in the system such as a vendor, customer, date, person, address or a warehouse. A **transaction** is defined as anything created by the system. This section of the document is divided into three parts.

- *Search Pages - Common Operations*
- *Manage/Search Entity Pages*
- *Search Transaction Pages*

The first describes the pages and fields used to manage and search entities. The second part describes the pages and fields used to search for a transaction that has been created. For both types of search pages the following operations are available:

Search Pages - Common Operations

Search or find a specific entity or transaction

1. Enter values into filter fields to narrow results, if needed.

   Note: If you only know a certain portion of the code or description you can use the "%" character to help filter by what you know. There are three different ways to do this:

   1. If you enter **word%** will find all that starts with **word.**
   2. If you enter **%word**, the system will find all that end in **word.**
   3. If you enter words separated by a space, the system will look for words inside the sentence. For example, entering **2"% FLANGE %STEEL**, will find all that start with 2", contains the word FLANGE and ends with STEEL.

4. Highlight or select the desired entity/transaction.
5. Select **Accept** (**Alt+A**) to select that entity/transaction. The page you were previously on will be loaded with data about that entity/transaction.

Filter the list of entities or transaction

1. Enter values into the field by entering the name/code of the field or by searching for the name/code for those fields that are search-able.
2. Press **Enter** or select **Filters** (**Alt+L**) to apply the filters. The results will be narrowed based on the filter you entered.
3. To return to the original list, clear the filters.

Clear the filters that are currently loaded

1. Select **Clean** (**Alt+C**) to clear all filters currently set. The original list will be displayed for the entity or transaction being searched.

The following tasks are available for the manage and search entity pages but not the transaction search pages:

Add a new entity

1. Select **Add New** (**Alt+N**) to add a new data record. Until you select Save it is not saved in the database.
2. Enter in a valid Code with a description of the entity being added.
3. Enter any other fields required for this entity.
4. Select **Save** (**Alt+S**) to save the entity. A prompt saying the entity was created successfully will be displayed if all data entered is valid. If not, an error message will be displayed.

Modify the information about an entity

1. Highlight or select the entity that needs to be modified.
2. Select **Modify** (**Alt+M**).The data for that entity will be displayed.
3. Edit the fields displayed. Codes can not be modified.
4. Select **Save** (**Alt+S**) to save the changes. A message saying the entity data was saved successfully if all the data modified is valid. If not, an error message will be displayed

Import data from a spreadsheet to the entity database.

1. Select **Import** (**Alt+IM**) to initiate the import process.
2. Enter a file name to import from. To do this either type the name in directly in the Filename field or search using the search icon and select the file to import. The file selected is uploaded.
3. Enter the sheet #, the starting row and the ending row. This is the specific location of the data to extract from the file.
4. Select destination columns for each screen.
5. Select **Accept** (**Alt+A**) to import the selected data into the entity database.

Export data from the current entity database to a spreadsheet

1. Select **Export** (**Alt+X**) to initiate the export process.
2. A pop up message will appear asking if you want to import from a spreadsheet or from a pdf file. Select which one to use.
3. Enter the directory or location that the data is to be exported to.
4. Enter the filename that the data is to be exported to.
5. Select **Save** (**Alt+S**) to export the data and store in it in the file entered.

Manage/Search Entity Pages

The pages that help you search and manage the various entities used and referenced within the system are referred to as Manage/Search Entity pages. An **entity** is something that exists in itself, actually or hypothetically. It need not be

of material existence. It is a person, place or thing that is used in the system such as a vendor, customer, date, person, address or a warehouse.

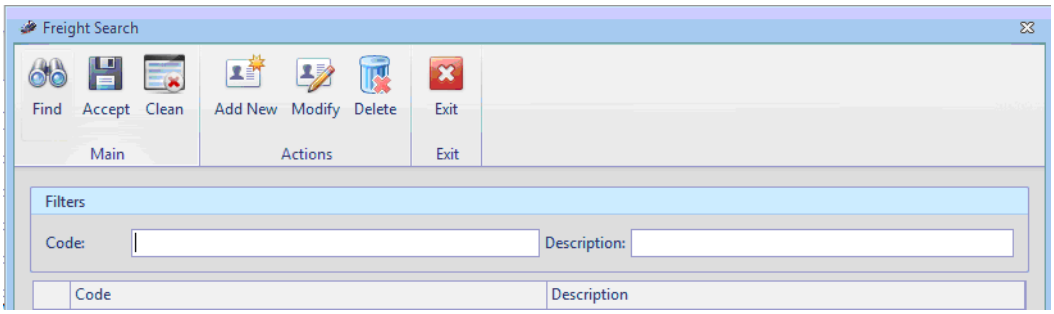
Page Description

Each manage/search entity page is accessed from various other screens within the system. There is a page to help you manage and search each entity available within the system.

This icon appears to the right of a search-able entity. You can click this icon or type a question mark **Shift [?/]** key in the field to view the search screen.

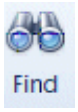
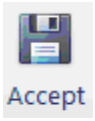
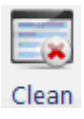
Below is the format of the search and manage entity pages. Each entity search page has a toolbar, filters, and the code number along with the fields associated with the entity.

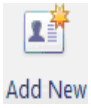
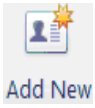
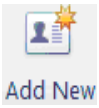
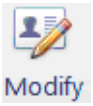
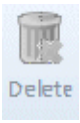
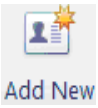
Figure 27.Search/Manage Entity Page



The following tasks are available for all manage/search entity pages in the toolbar:

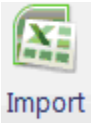
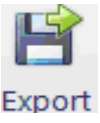
Table 7. Toolbar Tasks - Search Entity Page

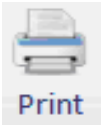
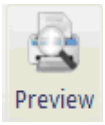
Name	Icon	Description
Find **Alt+F**		After the user enters a specific code or one or more letters of the code, **Find** will search and retrieve those entities that match the code. This will filter the list and helps the user find a particular code/item.
Accept **Alt+A**		Once a code/item is selected by clicking the box to the left in the row, select **Accept** to pick that item.
Clean **Alt+C**		Clears any filters that have been entered on the page.

Name	Icon	Description
Filters **Alt+L**		Sets focus to the primary field in the Filters section of the page.
Results **Alt+R**		Sets focus to the Results grid which displays the current data on the search page.
Add New **Alt+N**		Opens a new page that allows the user to add a new entity. This page is specific to the type of entity.
Modify **Alt+M**		Opens a new page that allows the user to modify the entity that is selected. This page is specific to the type of entity.
Delete **Alt+D**		Deletes the entity that is selected.
Exit **Alt+E**		Returns to the previous screen with nothing selected or accepted.

Some entities need the capability to import and export data along with printing the list of entities currently in the system. These additional tasks are:

Table 8. Additional Toolbar Tasks - Search Entity Page

Name	Icon	Description
Import **Alt+I**		Imports data from a spreadsheet into the database of the entity currently being viewed.
Export **Alt+E**		Exports data from the database of the entity currently being viewed into a spreadsheet.

Name	Icon	Description
Print **Alt+P**		Prints the list of entities and the fields associated with that entity.
Preview **Alt+W**		Allows the user to preview the list prior to printing.

As stated previously, there is a search page for each entity within the system. Most entities only contain a code and a description for each entity so each page looks the same. However, there are a few entities that have more fields than just code and description. Filtering is provided for each entity search. The table below contains a list of all entities available in the system. Those in **bold** letters are considered to be the main entities of the system.

Table 9. Entities - Search by Code

Entity	Moduele	Description
Aging Bracket	Admin	
Banks	CM	
Bank Account	CM	
Bank Movement Type	CM	
Check Format	CM	
Carrier	Admin	The company that does the delivering like FedEx, UPS, etc.
City	Admin	Dependent on the country selected. Can be a state, province, territory, district, etc.
Collection Method	AR	The different types of collection methods available to be used
Company		Your company and the information about your company
Company Package Type	WM	The different types of package types such as crate, box, pallet.
Cost Center	GL	
Country	Admin	Country
Credit Card Type	AP	The different types of credit cards available.
Customers	Sales	A company or person that buys products from you.
Customer Part Xref	Sales	The cross reference of ???
Customer User	Sales	The user information of a person that works for a customer??
Department	GL	

Table 9. Entities - Search by Code

Entity	Moduele	Description
Duty	Admin	
Expense Type	AP	The different types of expense types available.
FoB	Admin	Free on Board: term of sale under which the price invoiced by a seller includes all charges up to placing the goods on board a ship at the port of departure specified by the buyer. Used in shipping to indicate that there is no charge to buyer for goods placed on board a carrier at the point of shipment.
Forecast	AR	??
Freight	Admin	A charge paid for transportation of goods by air, land, or sea. Goods may be transported on freight-prepaid or freight-collect (FoB) basis.
Location	WM	A location within the warehouse. Typically, a rack, parking lot, or pipe yard.
Manufacturer	Admin	Companies that manufacture the products in inventory.
Movement Type		
Packing Station	WO	The station or location in the warehouse where goods or products are packaged in preparation to be shipped out.
Parts	WM	Every type of part or item in your inventory. Each one will be identified with a Group. and Category
Part Categories	WM	
Part Group	WM	A grouping of parts based on the type of part, basically the subgroup like pipe, fitting, or flange.
Part Classes	WM	
Part Type	WM	
Payment Method	AP	The method of payment that will be used such as credit card, debit card, e-transfer.
***Payment Terms		
Pickup Hours	Sales	The different options for pickup times, such as morning, noon, after 5pm, etc.
Price List	Sales	The suggested retail price by the manufacturer and can be sold either above or below this price. It is determined based on factors such as supply, demand, and manufacturing costs.
***Price Terms		
***Sales Tax Code		The code given for the sales taxes available. Sales tax is a tax paid to a governing body for the sales of certain goods and services. Usually laws allow (or require) the seller to collect funds for the tax from the consumer at the point of purchase.
Ship Terms	Admin	

Table 9. Entities - Search by Code

Entity	Moduele	Description
Ship Via	Admin	How the product or goods will be transferred or shipped out, such as by truck, train, or ship.
Shipping Station	WO	The station or location in the warehouse where shipments are prepared and stacked to be shipped out.
State	Admin	Dependent on the State selected.
User		The name of a person using the system. This person can be a sales person, a warehouse operator such as a stocker, picker, packer, shipper, a warehouse manager, someone in billing, who created the quote, who created an invoice, etc.
User Line Type		The different types of lines that a user can input into the system such as a goods line, a misc. line, etc.
Vendor	WM	Companies that you purchase products and goods from.
Vendor Part Xref	WM	A cross reference of ???
Voucher Type	AP	The different types of vouchers such as goods, expense, freight, duty, etc.
Warehouse	WM	Names of warehouses used by your company.
Warehouse Zone	WM	Names of warehouse zones used by your company. A way to subdivide your warehouse.

The filtering options provided for most entity searches is by **Code** and by **Description**. A filter is a way to find a subset of data.

Search Transaction Pages

Within the Software 4 U system, transactions are created by the system. A transaction is defined as anything that is created by the system and is triggered by an event that affects the finances of a business. The user cannot enter a transaction directly.

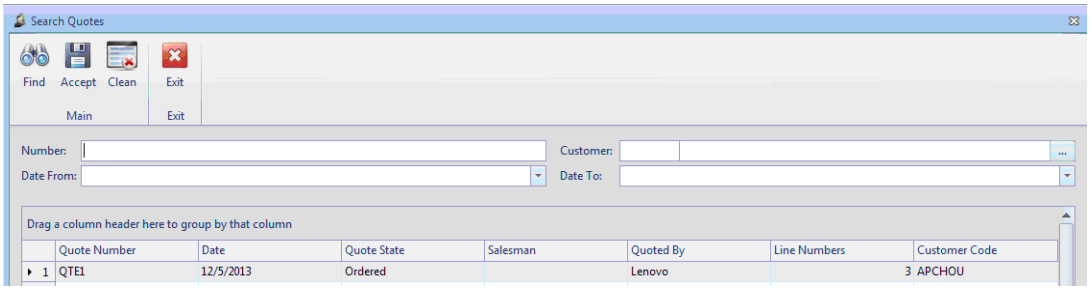
Page Description

Each search transaction page is accessed from various other screens within the system. There is a page to help you search each available transaction within the system.

This icon appears to the right of a searchable transaction. You can click this icon or type a question mark (**Shift [?/]**) key in the field to view the search screen.

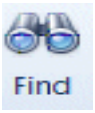
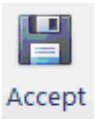
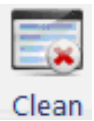
Each transaction search page has a toolbar, filters, and the transaction number along with the fields associated with the transaction.

Figure 28.Transaction Search Page



The following tasks are in the toolbar for all search transaction pages:

Table 10.Toolbar Tasks - Search Transaction Page

Name	Icon	Description
Find **Alt+F**		After the user enters a specific transaction number or one or more numbers of the transaction, Find will search and retrieve those transactions that match the number. This will filter the list and helps the user find a particular transaction.
Accept **Alt+C**		Once a transaction is selected by clicking the box to the left in the row, click **Accept** to pick that transaction and make it current.
Clean **Alt+L**		Clean clears any filters that have been entered on the page.

Name	Icon	Description
Exit **Alt+E**		Returns to the previous screen with nothing selected or accepted.

There is a search transaction page for each type of transaction within the system. All transaction search pages contain the unique number associated to the transaction type. Each transaction search page contains additional information relevant to that transaction type. The filtering provided is dependent on the type of transaction as well. However, all transaction searches can be filtered by the unique number and a date range to filter the search by.

Below is a list of all transactions available in the system. For each transaction, there is a corresponding search page.

Table 11. Transaction Types

Transaction	Example	Module	Description
Quotes	QTE12	Sales	Lists the estimated price of a job or service.
Sales Order	SO132	Sales	Confirmation of an order with the price of the job or service.
Quick Pick	QPICK23	WO	An order to be picked, packed, and shipped using a more manual, non-automated process during the picking, packing and shipping and having the data entered after the fact.
Picking Batch	PICKBT2	WO	A batch or group of picking lists.
Picking List	PICKLIST4	WO	A listing of a group of parts to be picked from inventory for a customer order.
Packing List	PACKLST6	WO	A listing of a group of parts to be packed for a customer order.
Shipping Order	SHIPORD10	WO	A listing of a group of packages to be shipped for a customer order.
Invoice	INV768	AR	A listing of goods sent or services provided to a customer with a statement of the amount due.
Collections	COL97	AR	Internal record of a customer payment.
Collections Batch	COLB23	AR	Internal record of multiple customer payments.
Credit Memo	CM43	AR	A memorandum issued to an customer allowing a credit to a customer’s account.

Table 11. Transaction Types

Transaction	Example	Module	Description
RMA	RMA12	AR	Return Material Authorization - the documentation of a customers' request to return materials.
Cycle Count	CYC4	WM	An inventory count based off of the ABC ranking assigned to selected parts. It assigns a specific number of parts to be counted each day within the designated counting cycle.
Physical Count	*PHY34*	WM	A list of all parts in stock to be counted annually or bi-annually.
Transfer	*XFER3*	WM	Documentation of inventory movement from one location or warehouse to another.
Purchase Order	*PO32*	Purchasing	A request to purchase by the company to an approved vendor containing the types, quantities, and agreed prices for products or services.
Pre-Receive	*PRCP93*	*Purchasing*	The document prepared by a firm's receiving department upon receipt of vendor's receipt of transit detailing that a shipment is on the way.
Quick Pre-Receive	*PRCP321*	*Purchasing*	Same as pre-receive.
Receive	*RCV75*	*Receiving*	The document prepared by a firm's receiving department recording the goods the firm has received from a vendor.
Vouchers	*VOU786*	*AP*	A form authorizing a disbursement of cash or a credit against a purchase or expense to be made in the future.
Payments	*PMT455*	*AP*	*An internal record of payment to a vendor through various payment methods.*
Debit Memo	DM145	*AP*	A credit from a company due to a vendor error
Cash Deposits	CD125	CM	An internal record of cash deposits and related collections deposited into a bank.
Bank Manual Transactions		CM	An internal record of small bank mavements such as transaction fees and interest deposits.
Bank Transfer		CM	An interanl record of transferring funds from one bank to another.
Bank Acct Reconciliation		CM	The documentation of matching internal records to external bank statements.
Journal		GL	The recording of various transactions within the company.

3.3 Mobile Applications

This user interface includes all software required to support Software 4U applications that are provided on mobile devices including tablets and smart phones running on many different platforms such as Android OS and iOS. Details about the functionality of each App per mobile device will be described in the Reference and Processes chapters. The focus of this section is to describe how to use, navigate and manage the Apps.

The Apps that are currently available on both iOS and Android devices are described briefly here.

The **Sales App** is primarily used by the Sales people and has almost all the functionalities as the Sales module on the desktop or Windows based version. It is specific to creating and managing quotes and sales orders and viewing the stock available at any given time.

The **Stock App** is used as a tool by Sales and Purchasing to get a very detailed view of the inventory and can be accessed directly or via the Sales App. There are several different ways to view the inventory depending on what information you need. Once the Stock App is open, the choice to view the inventory By Location, By Manufacturer, or By Part is given via the icons on the dock.

The **Warehouse Lite App**

For each type of platform, there is a specific user interface, but for the most part, all mobile devices and interfaced with similarly. These are explained below. Any user interface techniques or terminology specific to iOS or Android devices are explained in the following sections.

3.3.1 Workspace

On mobile devices, your workspace consists of the icons, the home screen, the App screen, and the screen navigation tools.

The initial workspace is your home screen as shown below:

[Insert diagram of iOS home screen describing the dock, the home screen, the home button]

For each Software 4 U App, the format and navigation is similar just as pages and toolbars are similar in the Windows application.

App Elements

To navigate an App, it is helpful to familiarize yourself with the different elements that make up an App screen such as fields, field descriptors, lists, and icons. First and foremost, all interactions are done via the touch screen of the iOS device. This can be achieved by just touching a location on the screen to initiate an action or to trigger the keyboard to be displayed.

Swiping - the movement across an iOS device screen that moves you from screen to screen.

Scrolling a list - once a list is displayed on the screen, use your finger to scroll through the list by positioning your finger at the bottom and swiping up to scroll down the list or at the top and swiping down to scroll up the list.

Icon - a small picture on the screen that represents an App or an action within an App.

Button - a rectangular or circular shape that provides the user a simple way to trigger an action or event. Most buttons on the iOS apps trigger the event of pulling and displaying new data.

Fields

Just like in the Windows application, there are two types of fields that are displayed on the screen. Each field is either a *user input field* or a *data display field*. User input fields are those fields that the user can modify or change. Data display fields are fields that display only and cannot be modified. The data can be system supplied or previously user supplied. Whether or not a field is user input or display only is dependent on the App that is open and the user that is logged in at the time.

- To move focus to a field, touch the field.
- To move from one input field to the next input field, enter data for the current field and then press **Enter**.
- To enter data directly into the field:

  1. Select the field by touching that field.

  2. Type the data in the user input field and press **Enter**.

- To search for data from the database when a search button is present

  a. Select the greater than sign (>) search button to the right of the user input field.

  b. Select the data that you want by scrolling the displayed list and touching it.

Search-able fields

Just like in the Windows application, there are certain fields on a screen that are search-able and there are two different types of searches and search icons.

For a mobile device, the two icons that signify a search-able field is the greater than (>) sign and the magnifying glass. The > sign is used to signify that an entity field can be searched. From the search screen, data from the database can be selected for this input field. The magnifying glass icon is used to search the transaction database.

3.3.2 iOS Apps

iOS Apps are applications specific to any Apple mobile device that runs with Apple's iOS operating system such as an iPad or an iPhone. Downloading the available Apps is the first step and is described in the first chapter, Getting Started, section x.x.x. The Apps that are currently available are Sales, Stock and Warehouse. For detailed explanation as to how to use these Apps, refer to sections x.x.x.

3.3.3 Android Apps

Android Apps are applications specific to any mobile device that runs with Google's Android operating system. This is includes most devices that are NOT iOS devices as described above. Downloading the available Apps is the first step and is described in the first chapter, Getting Started, section x.x.x. The Apps that are currently available are Sales, Stock and Warehouse. For detailed explanation as to how to use these Apps, refer to sections x.x.x.

3.4 Web-Based Tool

TDB

Appendix 1 for User Interface

Take note of the different filtering and field options per transaction type as shown in the figures of the search transaction pages below:

Figure 29.Search Quotes Page

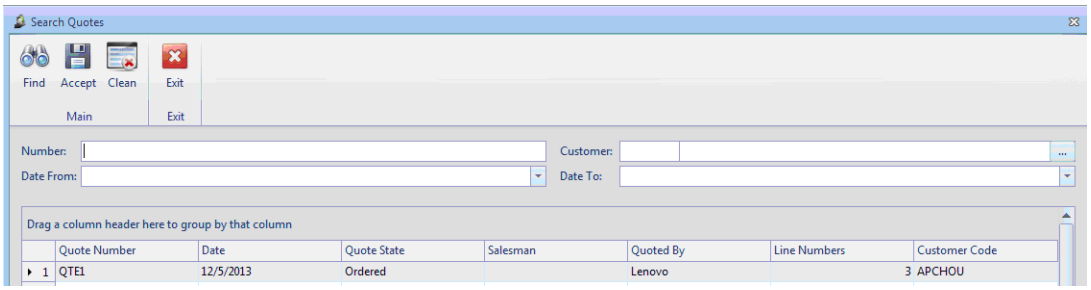


Figure 30.Search Sales Orders Page

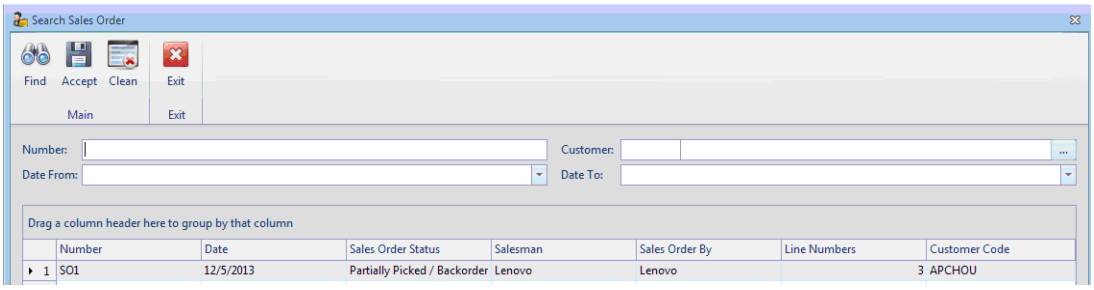


Figure 31.Search Picking Batch Page

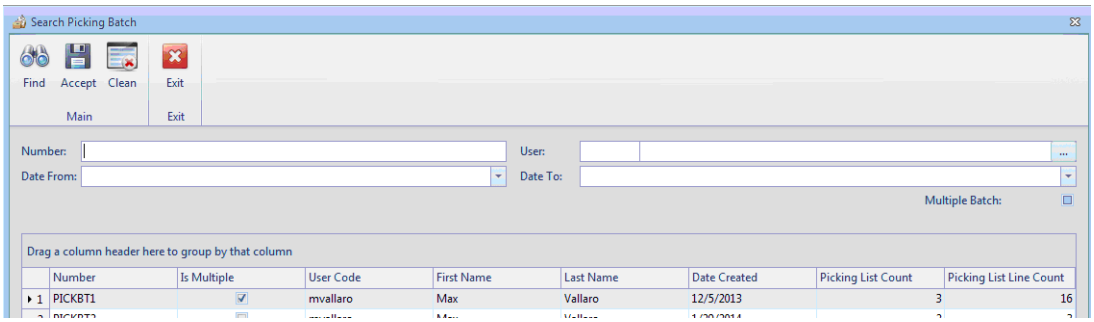


Figure 32.Search Picking List Page

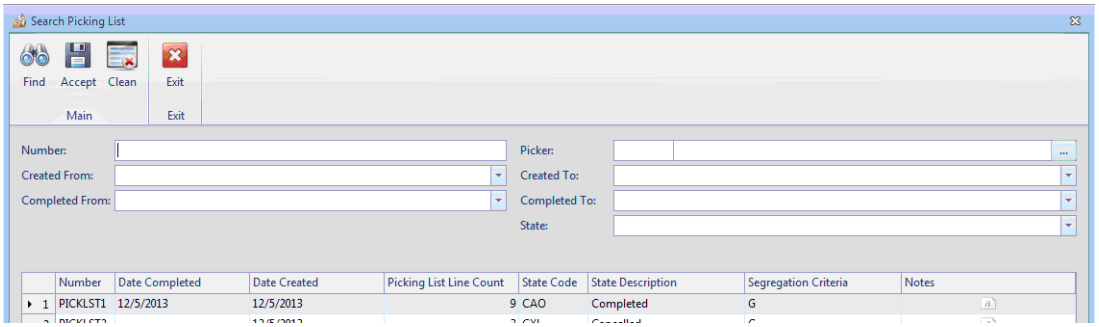


Figure 33.Search Packing List Page

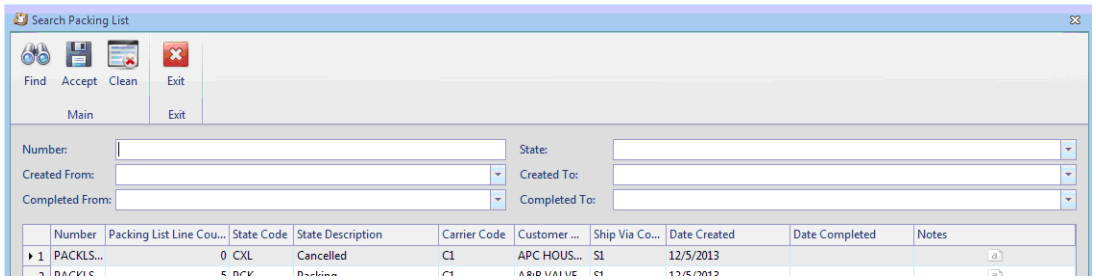


Figure 34.Search Shipping List Page

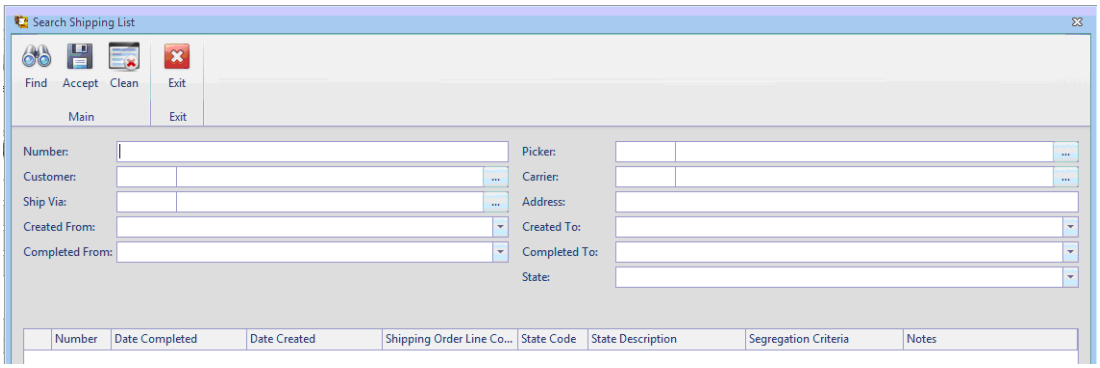


Figure 35.Search Invoices Page

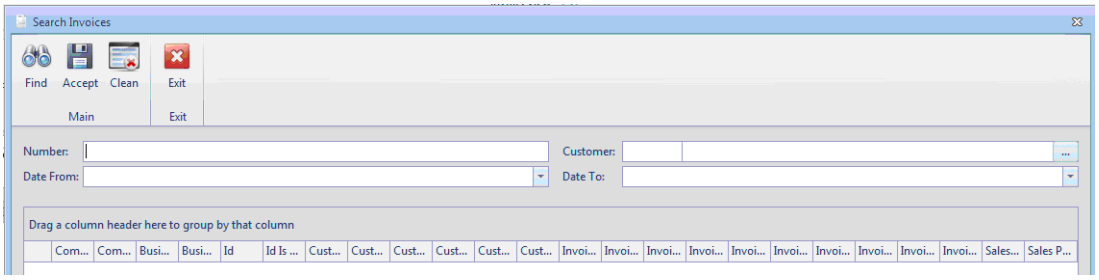


Figure 36.Search Collections Page

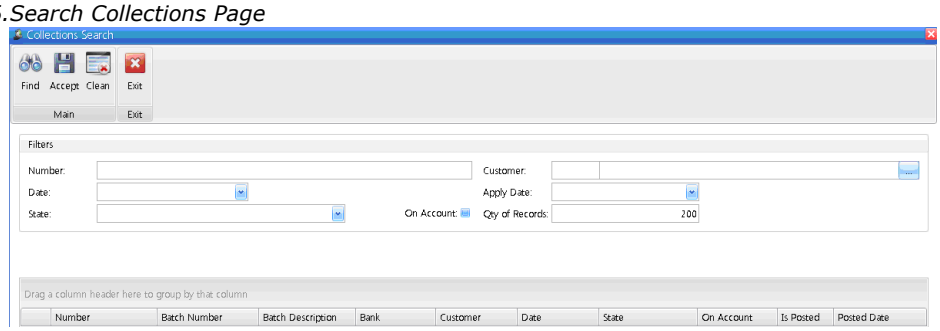


Figure 37.Search Credit Memo Page

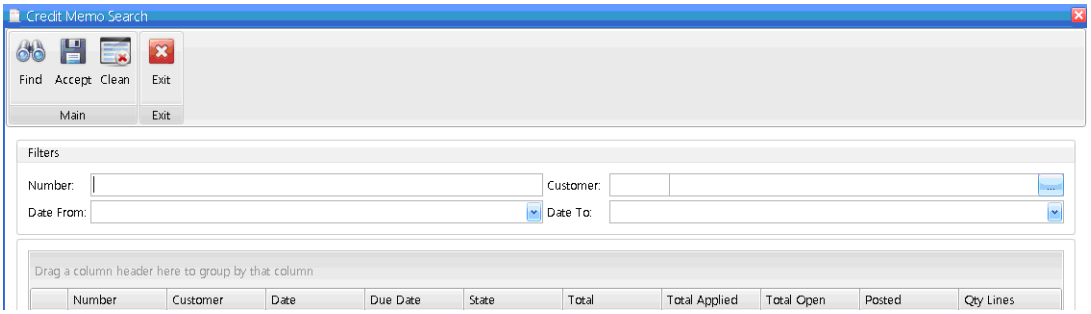


Figure 38.Search Return Material Authorization (RMA) Page

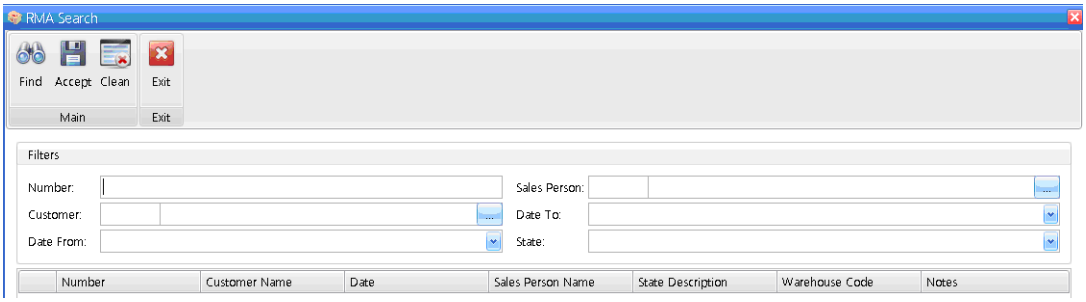


Figure 39.Cycle Count Search Page

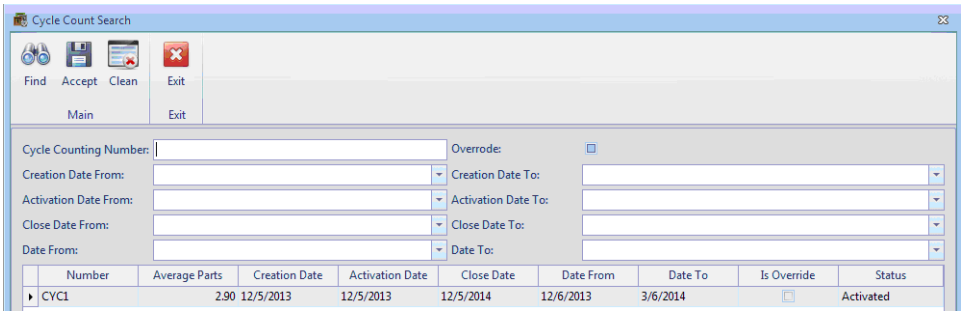


Figure 40.Search Physical Count Page

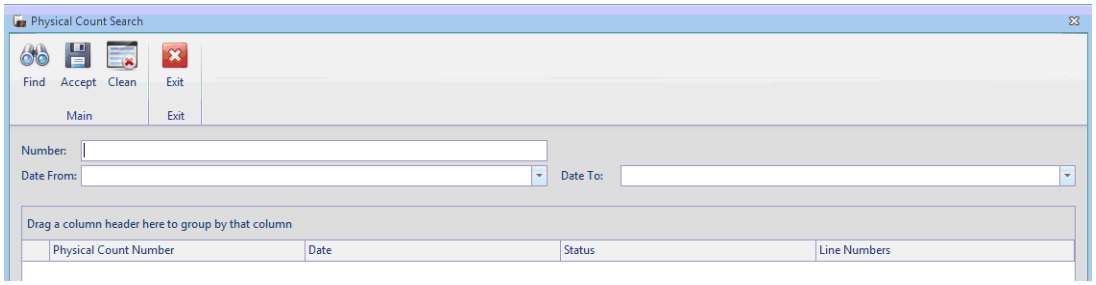


Figure 41.Search Transfer Page

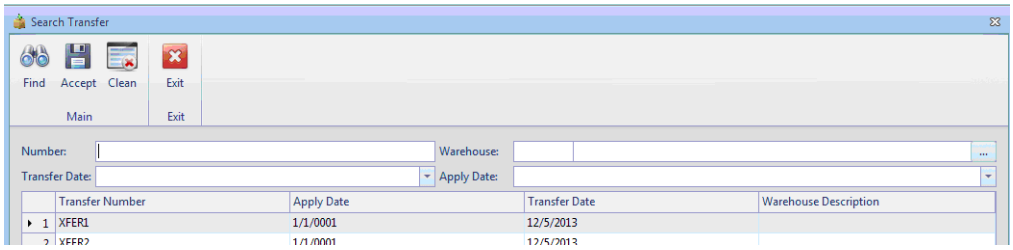


Figure 42.Search Purchase Orders Page

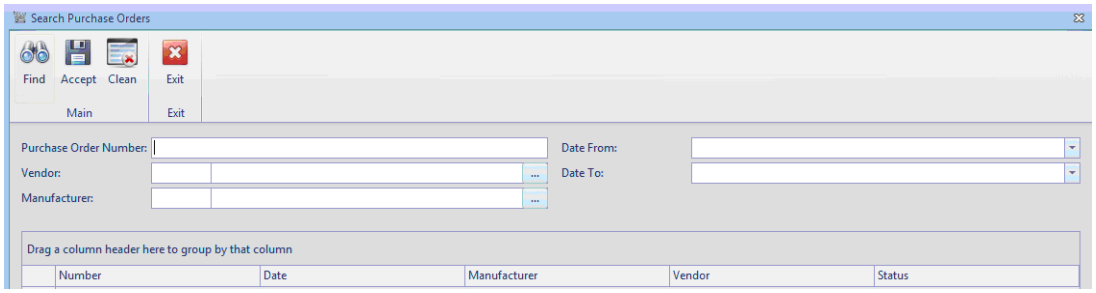


Figure 43.Search Pre-Receive Page

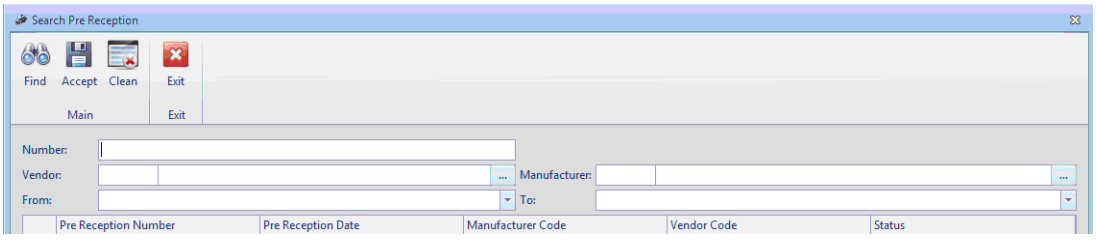


Figure 44.Search Receive Page

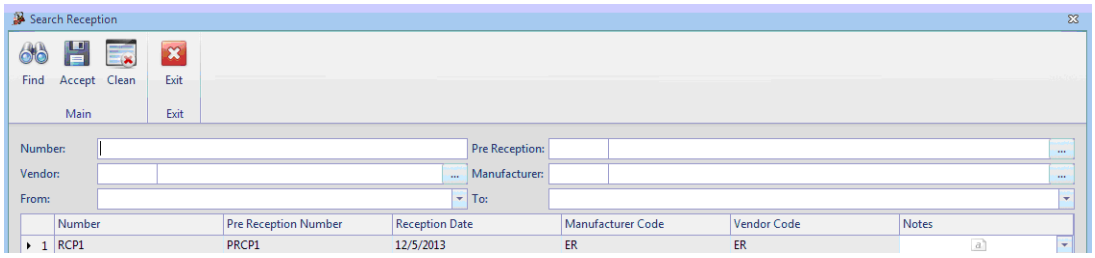


Figure 45.Search Vouchers Page

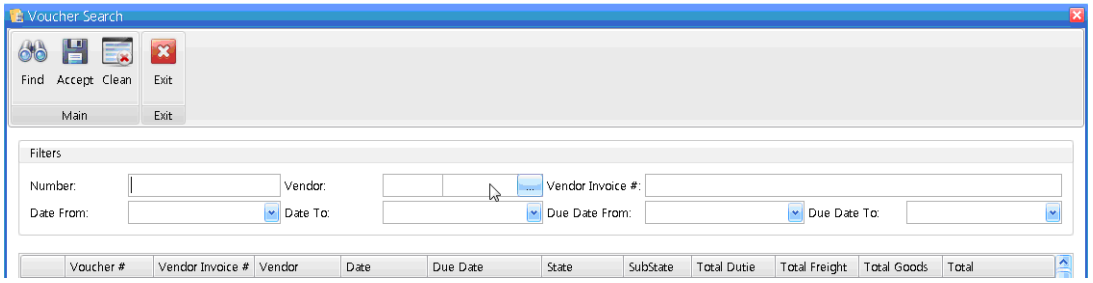


Figure 46.Search Payments Page

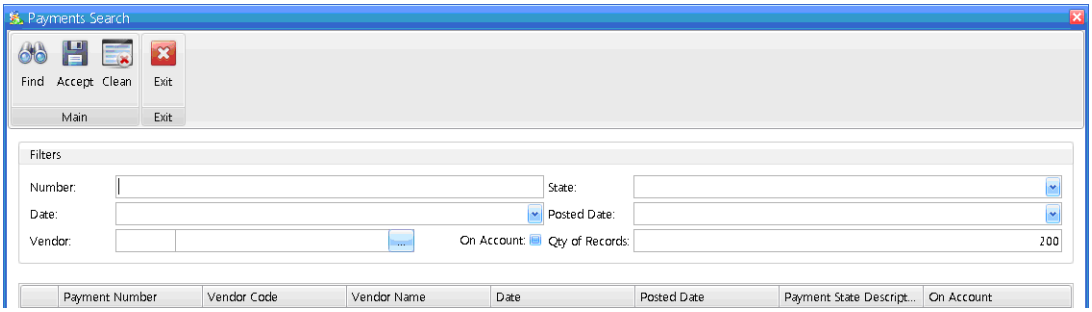


Figure 47.Search Debit Memo Page

Chapter 4 Desktop Application Modules

As stated, there are many modules within the Software 4 U system. Utilizing all modules will save you time, money, and effort when used properly. This chapter describes the various modules in the system in detail.

In this chapter:

Purchasing on page 1

Receiving on page 27

Sales on page 35

Warehouse Management on page 53

Warehouse Operations on page 73

Accounts Receivable on page 121

Accounts Payable on page 149

Cash Management on page 169

General Ledger on page 179

Authorization on page 183

Users on page 207

Dashboards on page 191

MTR Management

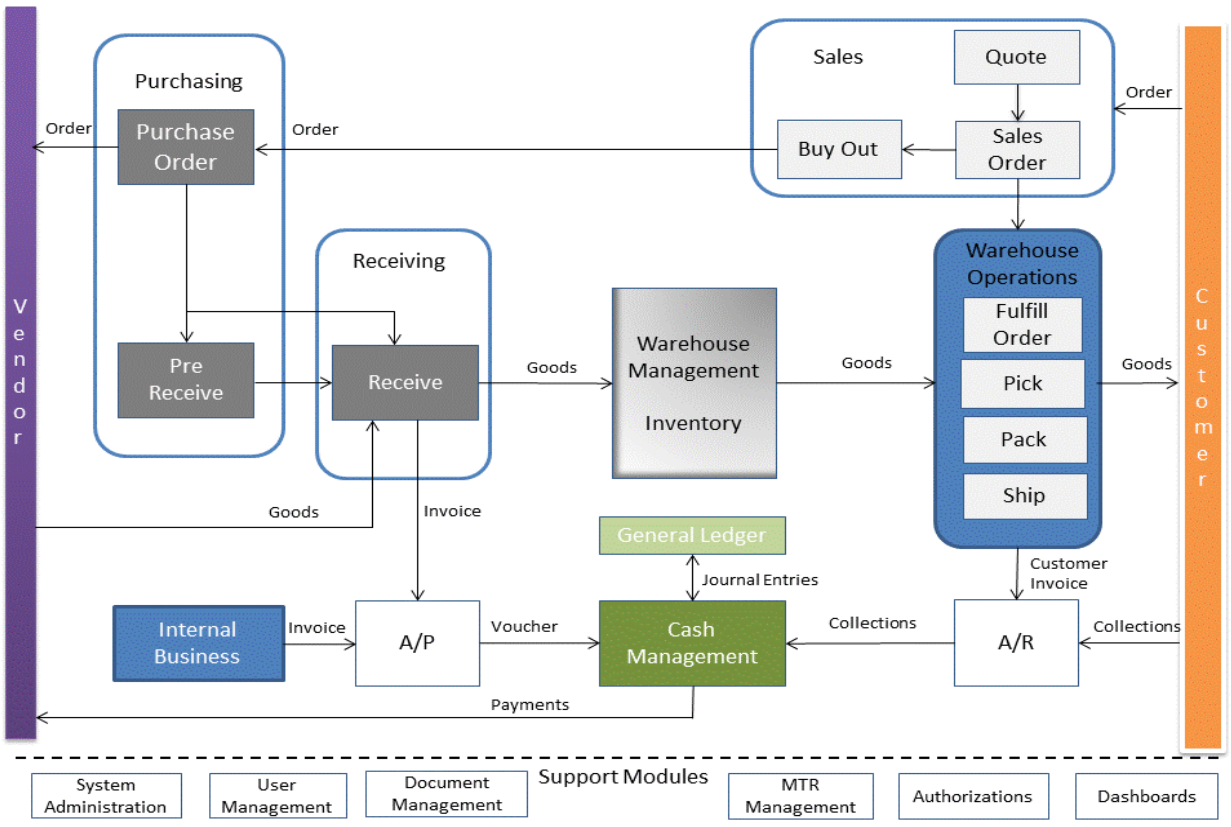
Document Management on page 197

Tools on page 203

Security on page 213

Administration on page 217

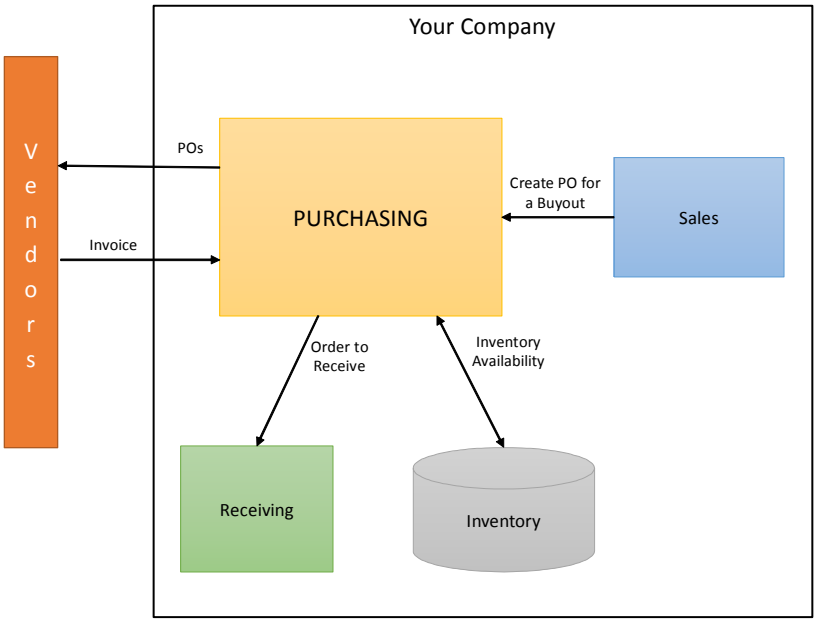
Figure 48.Simple Business Flow



4.1 Purchasing

The Purchasing module is one component of Software 4 U system. It is where a user (typically someone in the purchasing department) will create and manage purchase orders and pre-receiving with the goal of obtaining merchandise for your warehouse.

Purchasing interacts with Vendors to order goods/services for your company. If the purchase order (PO) is accepted by the vendor, then that vendor will provide your company with a voucher. The Sales department will send a request for a PO to purchasing to handle a buyout for a sale. The Purchasing module manages and supports the purchasing department. The basic flow is as follows:



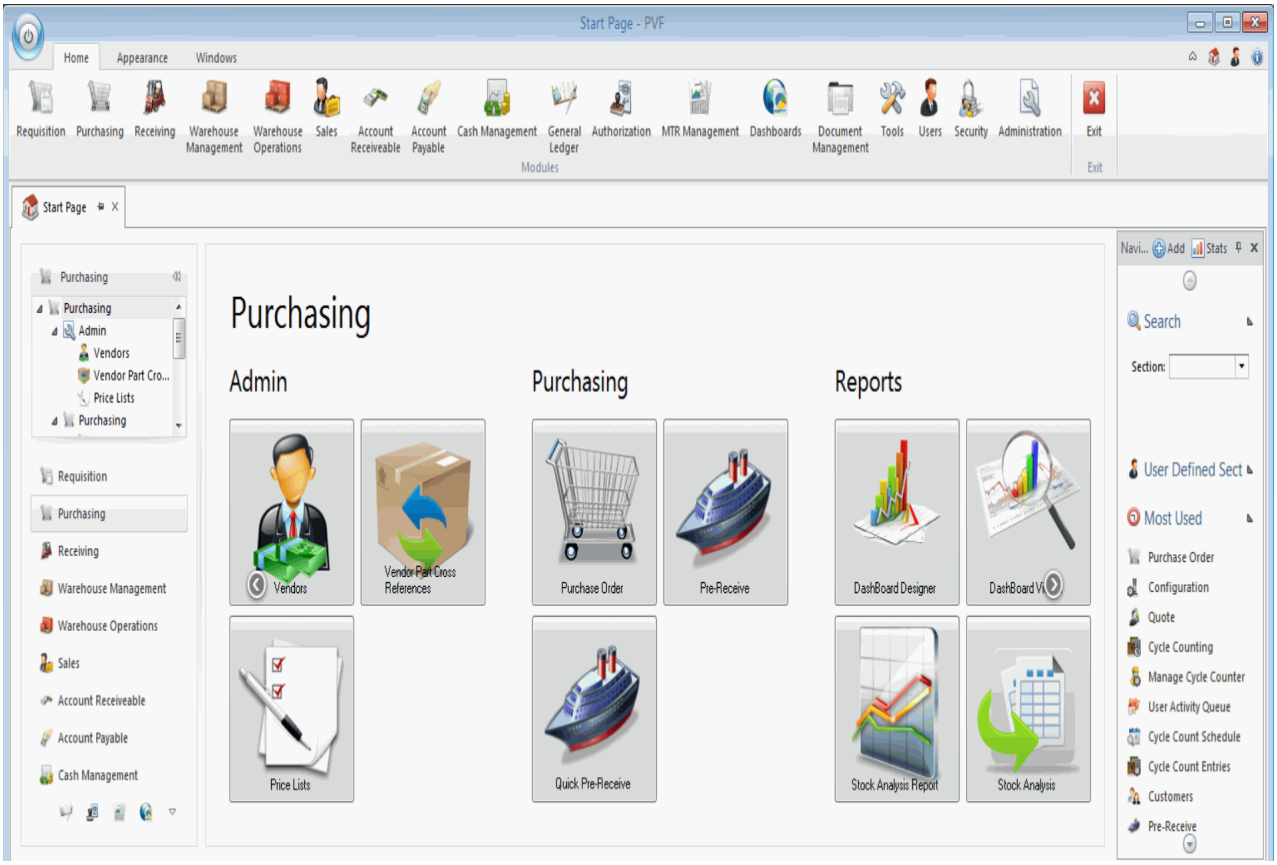
The processes which directly support the Purchasing module can be accessed via the **Purchasing** option located on the Start page. The three purchasing specific pages that can be accessed from here are explained in detail below.

Purchase Orders - used to create and manage purchase orders (POs)

Pre-Receive - used to pre-received goods coming in that were ordered via a PO

Quick Pre-Receive - used for quick warehouse functions when pre-receiving

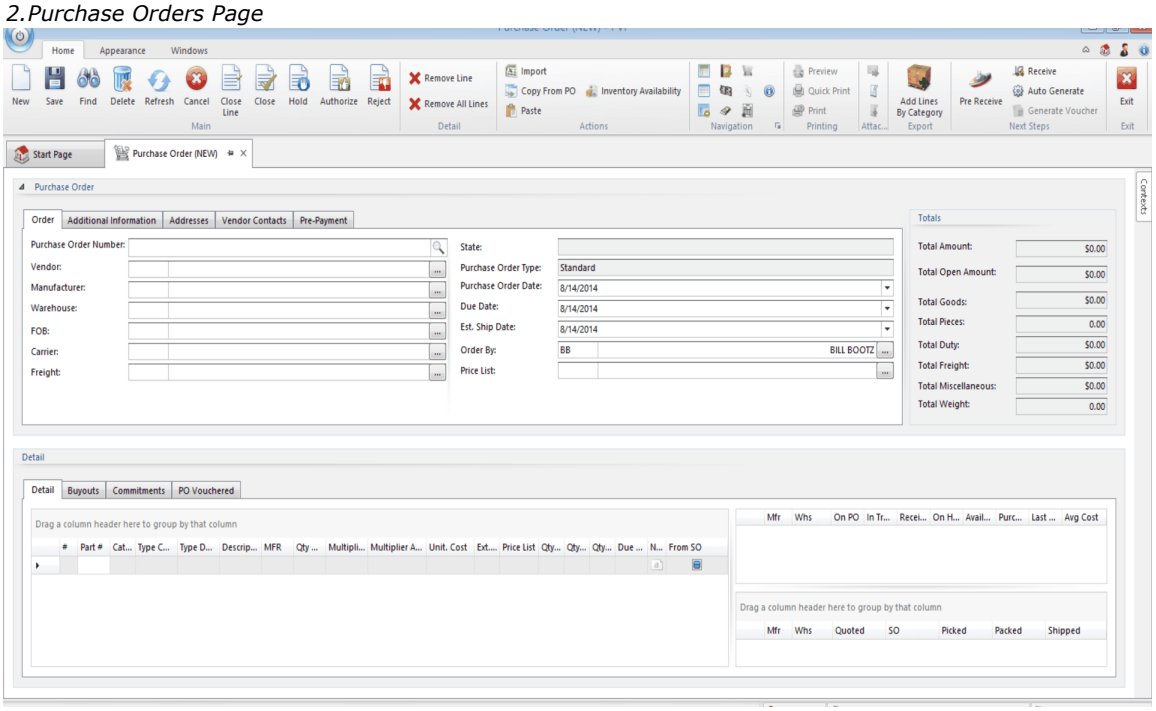
Figure 1.Purchasing Start Page



4.1.1 Purchase Orders

The Purchase Orders page is used to create, edit, delete, and manage all purchase orders in the system. A user can create a purchase order from an existing PO, from scratch, or import from a spreadsheet. The Purchase Orders page can be accessed via the Purchasing start page as well as from the Sales page when creating a buyout purchase order.

Figure 2.Purchase Orders Page



This section includes:

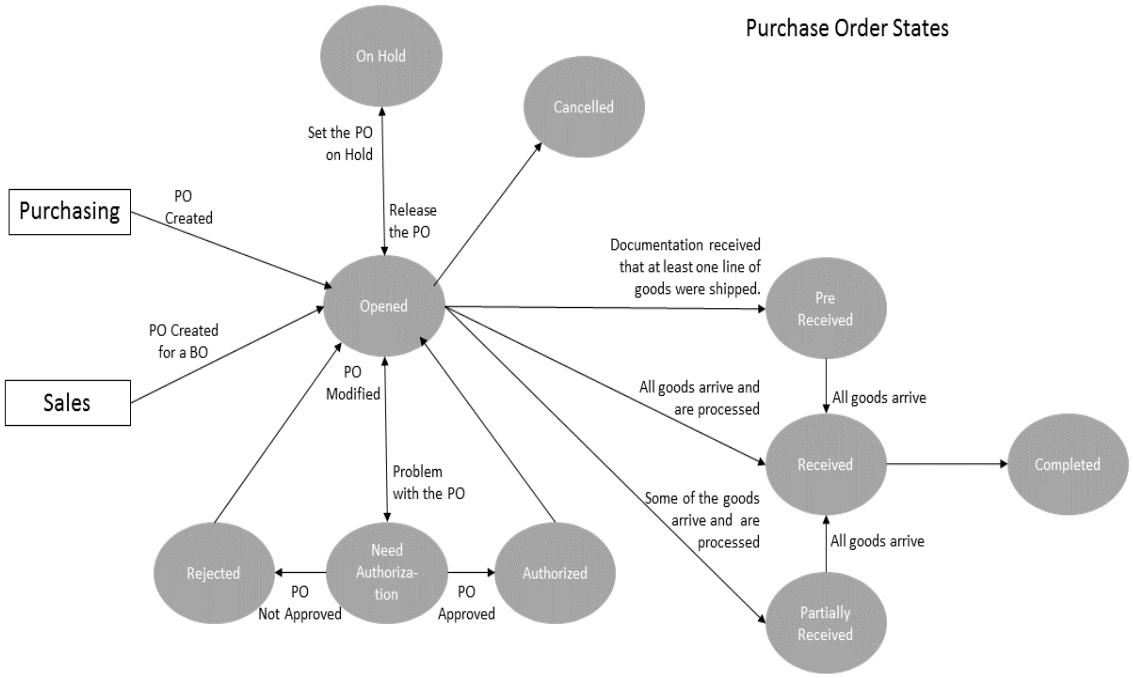
Purchase Orders - Toolbar on page 5

Purchase Order - Basic Operations on page 8

Purchase Orders - Output on page 14

Purchase orders have states that signify at what stage of the purchasing process the purchase order is in. Below is a diagram that gives the possible flow of a purchase order.

Figure 3.Purchase Order State Diagram



Pre Received = at least 1 line has been pre-received, that is, QtyPreReceive > 0

Partially Received = at least 1 line has been received, that is, Qty Ordered > QtyReceived > 0

Received = all lines have been received , that is, Qty Received = Qty Ordered

4.1.1.1 Purchase Orders - Toolbar

The Purchase Orders toolbar is where all choices are listed for the user when managing purchase orders. The different sections of the Purchase Order toolbar are Main, Details, Actions, Navigation, Printing, Attachments, Next Steps and Exit.

Table 1. Purchase Orders Page Toolbar

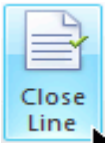
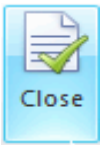
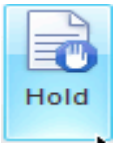
Section	Option	Icon	Description
Main	The Main section of the toolbar on the Purchase Orders page is described in detail in *Table 6* on page 37. However, it is specific to creating, saving, deleting and finding a purchase order. There are some options specific to this page.		
	Close Line **Alt+CL**		Closes the purchase order line that is in focus.
	Close **Alt+CO**		Closes the entire purchase order. A confirmation box will be displayed prior to closing.
	Hold **Alt+CH**		Places the purchase order on hold. No action can be taken on the purchase order until it is released.
	Authorize **Alt+U**		Authorizes a purchase order that is in the Need Authorization state.
	Reject **Alt+T**		Rejects a purchase order that is in the Need Authorization state.
Details	The Detail section of the toolbar on the Purchase Orders page refers to the lines in the Detail tab of the page listing the items being ordered. The only two options are Remove Line and Remove All Lines and are described in detail in *Table 6* on page 37.		
Actions	The choices in the Actions section of the Purchase Orders toolbar are specific to creating and building a purchase order.		

Table 1. Purchase Orders Page Toolbar

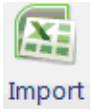
Section	Option	Icon	Description
	Import **Alt+I**		This action is used to import lines from an Excel spreadsheet that includes information for this purchase order.
	Copy From PO **Alt+CP**		This action is used when you want to create a new purchase order by copying the data in the header section and the lines from an existing purchase order.
	Paste **Alt+V**		This action is used to paste copied parts, quantity and cost from approved files.
	Inventory Availability **Alt+Y**		This action is used to bring up the inventory availability page which will show specific details about the part selected on the purchase order page.
Navigation	The following options are available to support navigation throughout the Purchase Order page.		
	Order **Alt+1**		Sets focus to the Order tab in the header section. It contains the main header information for the purchase order listed. If there is not a current purchase order loaded, the header information will be loaded with minimal default data.
	Additional Info **Alt+3**		Sets focus to the Additional Info tab in the header section. It contains additional information about the Vendor, and about the purchasing and shipping for this order. In addition various historical information for the order is displayed.
	Addresses **Alt+4**		Sets focus to the Address tab in the header section. It contains specific information about the Vendor Address and the Shipping Address for this purchase order.
	Vendor Contacts **Alt+5**		Sets focus to the Vendor Contacts tab in the header section. It contains

Table 1. Purchase Orders Page Toolbar

Section	Option	Icon	Description
	Pre-Payment **Alt+6**		Sets focus to the Pre-Payment tab in the header section. It contains
	Detail **Alt+2**		Sets focus to the Detail section of the page which contains a detailed list of all items being ordered on this purchase order. There are three grids displayed in the detail section. The 2 on the right are display only and based on the line selected in the grid on the left.
	Buyouts **Alt+7**		
	Commitments **Alt+8**		
	PO Vouchered **Alt+9**		Sets focus toe the PO Vouchered tab in the detailed section which contains the history from Pre Receive to Vouchered for the purchase order.
	Contextual Information **Alt+9**		Selecting this will open the Context Information tab on the right side of the page. By default it will be loaded with data for the part selected from the purchase order. At that point, different views can be generated using the /key commands listed on the bottom. The page will automatically disappear when a different part is entered. To keep the page open, select the little pushpin icon in the top right corner.
Printing	The Print section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed or previewed from the Purchase Orders page is the purchase order. See appendix B for an example of a Purchase Order.		
Attachments	The Attachments section of the toolbar is described in detail in *Table 6* on page 37.		
Export			
	Add Lines By Category **Alt+Z**		This action is used when you want to add lines to the purchase order based on a part category by exporting from the part category database.

Table 1. Purchase Orders Page Toolbar

Section	Option	Icon	Description
Next Steps	The Next Steps sections provides the options available to the user as far as operations can be performed next.		
	Pre-Receive **Alt+Q**		This action is used when you want to pre-receive from the purchase orders page. Selecting this will cause the Pre-Receive page to open with the header information from the current purchase order. If you select Yes from the "Do you want to create the pre-receive lines using the purchase order lines?", then the lines from the purchase order will also be copied.
	Receive **Alt+B**		This action is used to receive the purchase order. Selecting it will cause the Receive page to open with the header information and the lines from the current purchase order.
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.1.1.2 Purchase Order - Basic Operations

A purchase order needs to be created for all parts/supplies that are needed to run your business. A purchase order is created for each vendor that you do business with. A vendor may order from one or more manufacturers.

You have the ability to create a purchase order from scratch, create a purchase order from an existing spreadsheet, or create a purchase order from an existing order. Once a PO is created, it can be modified or even deleted prior to being sent to your vendor.

After the PO has been sent, you will have ability to Pre-Receive the order. Pre-Receive is done once a manufacturer has confirmed your order and provided proper documentation.

Below is a list of the basic operations available on the purchase order page:

- *Create a purchase order (PO) from scratch*
- *Create a purchase order by importing the order from a file*
- *Create a purchase order from an existing purchase order*
- *Open an existing purchase order*
- *Modify an existing purchase order*
- *Delete an existing purchase order*
- *Add parts to the purchase order by category*
- *To Pre-Receive a purchase order*
- *Receive a purchase order after pre-receiving*

Here are step by step procedures for each operation listed above:

Create a purchase order (PO) from scratch

1. If the page is blank, go to Step 2. Otherwise, select **New** (**Alt+N**).
2. Enter the **Vendor**, **Manufacturer**, and **Ordered By** (the buyer) fields in the Header section of the page.
3. Enter the **Part Number**, **Qty Order**, **Unit Cost**, and **Due Date** fields for each part needed in the Detail section of the page.
4. Select **Save** (**Alt+S**).

   The *Purchase Order POxxx was created successfully* message will be displayed.
5. Press **OK** to continue.

   The purchase order is created and the status is set to **Opened**.

From this point, you have the ability to Pre-Receive, Receive, create a new PO, or Exit from the screen.

Create a purchase order by importing the order from a file

1. If the page is blank, go to Step 2. Otherwise, select **New** (**Alt+N**).
2. Enter the **Vendor**, **Manufacturer**, and **Ordered By** (the buyer) fields in the header section of the page.
3. Select **Import** (**Alt+X**).

   The Excel Importer page will open.
4. Select the "**...**" at the right corner of the **File** field.

   The file selection pop-up will appear.
5. Select a file to import the data from.
6. Verify the row from which to start the copy by reviewing the file and the **Starting Row** field. If correct go to the next step. If not, enter the correct row number to start the copying from and press **Enter**.
7. Make sure the mapping from the file being imported into the system is correct by verifying and/or selecting the **Part**, **Qty** and **Cost** columns that map to the system fields.
8. Select **Preview** (**Alt+W**) to see all the parts with the quantity ordered and cost.
9. Select **Accept** (**Alt+A**).

   This will load all the data from the file into the current purchase order.
10. You may modify the parts being ordered if needed.

11. Select **Save** (**Alt+S**).

    The *Purchase Order POxxx was created successfully* message will be displayed.

12. Press **OK** to continue.

    The purchase order is created and the status is set to **Opened**.

From this point, you have the ability to Pre-Receive, Receive, create a new PO, or Exit from the screen.

Create a purchase order from an existing purchase order

1. If the page is blank, go to Step 2. Otherwise, select **New** (**Alt+N**).
2. Select **Copy from PO** (**Alt+X**).

   The Copy from Purchase Order page will open.

3. Enter the purchase order number in the **Purchase Order** field or select "**...**" at right of the **Purchase Order** field to search existing purchase orders.
   a. To search for an existing purchase order, you can filter the list provided by date, by vendor, or by manufacturer.
   b. Select a purchase order from the list.
4. After an existing purchase order is selected for copy, select **Accept** (**Alt+A**).
5. You may modify the header information and/or the parts being ordered if needed once the order has copied.
6. Select **Save** (**Alt+S**) to save the order.

   The *Purchase Order POxxx was created successfully* message will be displayed.

7. Press **OK** to continue.

   The purchase order is created and the status is set to **Opened**.

Open an existing purchase order

1. Type in the number of the purchase order to open and press **Enter** or use the search tool to find it.
2. To search for an existing purchase order, select **Find** (**Alt+F**), or select the search icon to the right of the **Purchase Order** field.
3. Select a purchase order from the Search Purchase Order page and select **Accept** (**Alt+A**).

The purchase order page is loaded with the information for that purchase order.

Modify an existing purchase order

1. Open an existing purchase order.
2. Modify the purchase order:
    a. To remove a part/line from the purchase order, select **Remove Line** (**Alt+K**).
    b. To remove all parts/lines from the purchase order, select **Remove All Lines** (**Alt+L**).
    c. The following fields within the Header section of the Purchase Order page can be modified: **Vendor**, **Manufacturer**, **Warehouse**, **Purchase Order Date**, **Due Date**, **Est. Ship Date**.
    d. Parts/lines can be added from the purchase order by: 1) importing part, quantity, and cost for one or more parts from a spreadsheet, 2) copying and pasting part, quantity and cost for one or more parts from a valid file, or 3) by selecting the part # field in the first available row and entering the data.
    e. Parts/lines can be added or deleted from the purchase order.
    f. The following fields within the Additional Info tab of the page can be modified: any of the fields for the **Vendor**, **Ship To address**, and **Additional Info**.

    Note:

    - Once the purchase order status changes from Open to Pre-received, the **Vendor**, **Manufacturer**, and **Warehouse** fields cannot be modified.
    - Once the purchase order status changes from Pre-Received to Completed, no changes are allowed.
    - A purchase order in the Canceled status cannot be modified.
3. Select **Save** (**Alt+S**).

    The "*Purchase Order POxxx was modified successfully"* message will be displayed.
4. Press **OK** to continue.

    The purchase order is modified.

Delete an existing purchase order

1. Open an existing purchase order.
2. Select **Delete** (**Alt+D**).

    The *"Are you sure you want to delete the purchase order?"* message will be displayed.

3. Select **Yes** to delete or **No** to cancel.

   If **Yes** is selected, the "*Purchase Order POxxx was deleted successfully*" message will be displayed.

4. Select **OK**.

All fields will be cleared. Only purchase orders in the Opened state and not tied to a sales order can be deleted.

Add parts to the purchase order by category

1. Open an existing purchase order or create a new one.
2. Select **Add Lines by Category** (**Alt+Z**).

   The Add Lines by Category page will be displayed.

3. Enter the category to pull the parts from by entering the code directly or using the search page to find and accept a category.

   All parts for the selected category are listed.

4. Select **Accept** from the toolbar to accept this category and parts.

   All parts for the selected category will be added to the purchase order.

To Pre-Receive a purchase order

1. Open an existing purchase order or create a new one.
2. Select **Pre-Receive** (**Alt+Q**).

   The *"Do you want to create the pre-receive lines using the purchase order lines?"* message is displayed.

3. Select **Yes** to copy header and information and all lines to the Pre-Receive. Select **No** to only copy header information to the Pre-Receive.

   The Pre-Receive page is loaded with header information and lines (if you selected **Yes**) from the purchase order currently loaded.

4. You can now modify and finish creating the pre-receive as explained in the Pre-Receive section below.

Receive a purchase order after pre-receiving

1. Open an existing purchase order that is in the **Opened** or **Partially Received** state.
2. Select **Receive** (**Alt+B**).

   If required fields are missing, an error message will be displayed indicating which fields are missing.

3. Fill in the required fields and select **Receive** again.

   The Receive page will be displayed with the data from the purchase order.

4. At this point, you will need to select bundles to receive and save the Receive transaction. For details on how to do this, refer to *Receive* on page 69.

When a purchase order is placed, the vendor will send confirmation of the order with documentation. This documentation will have heat numbers for all requested parts and may or may not come with MTRs for all parts. When the confirmation is received, the order can be Pre-Received, making the receive process much quicker. In the Pre-Receive process, bundles are assigned and heat numbers are entered to account for all parts on the purchase order.

4.1.1.3 Purchase Orders - Output

Figure 4.Sample Purchase Order

Purchase Order

Team Alloys
Team Alloys

PO Number: **PO122710**
PO Date: **09/02/2014**

Page 1 of 1

Vendor: MF - ITEX PIPING PRODUCTS (MF)

Phone:
adde
DATA IMPORT
DATA IMPORT
DI

Ship To:

(713)360-1060
7350 Roundhouse Lane
Houston
Texas
US

Ship Via: Default
F.O.B.: Default

Terms: Delivered

Line	Part Number	Description	UOM Code	Unit Cost	Qty Ordered	Extended Cost
1	F18W060	6" 150# A105N RF WN XH	EA	25.00	10.00	250.00
2	F18W100	10" 150# A105N RF WN XH	EA	15.00	3.00	45.00
3	F1S020	2" 150# A105N RF SLIP ON	EA	25.00	4.00	100.00

Authorized By:

Merchandise Subtotal:	$ 395,00
Freight Charge Subtotal:	$ 0,00
Duty Charge Subtotal:	$ 0,00
Misc. Charge Subtotal:	$ 0,00
Total:	**$ 395,00**

2000 PO122710

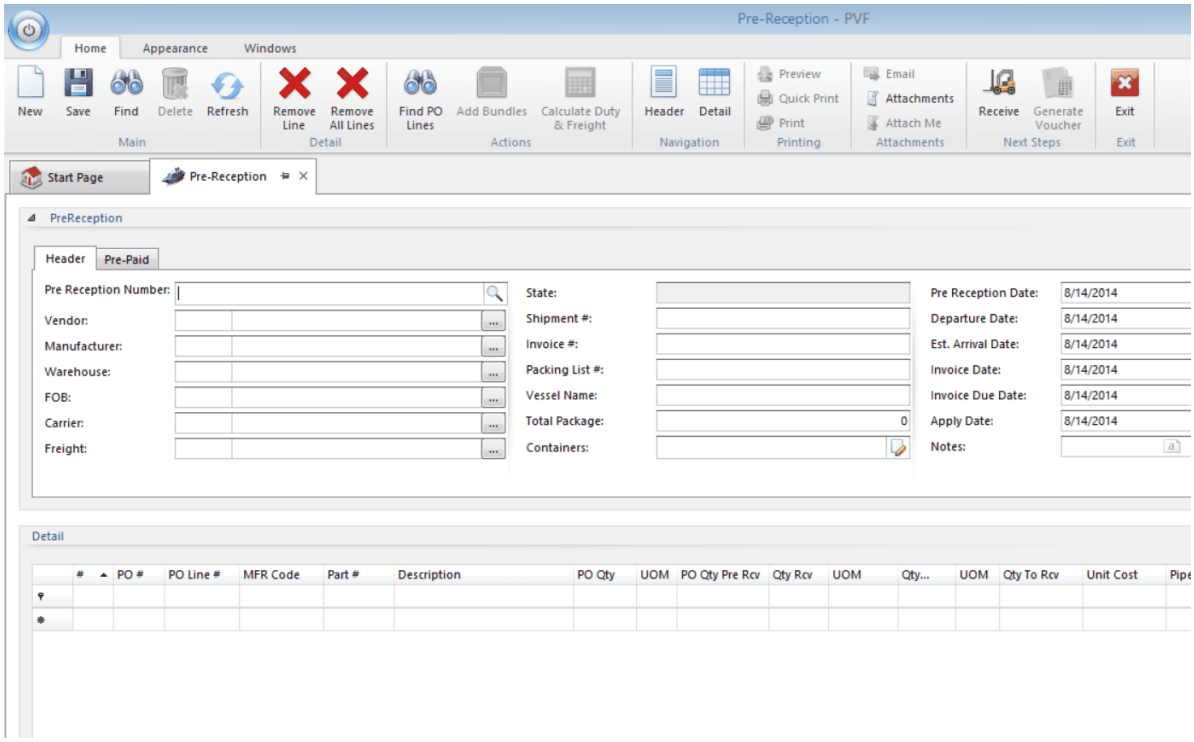
Form: POForm

4.1.2 Pre-Receive

Pre-Receive makes the Receive process smoother and requires less effort. Pre-Receive is done when documentation is sent from the participating vendor (the company that you purchased from). Such documentation means that order has been shipped. This documentation contains package numbers, heat numbers, and often MTRs for all parts. If this information is not entered into Pre-Receive, then it will need to be entered during the Receive process.

The Pre-Receive page is accessed via the Purchasing start page.

Figure 5.Pre-Receive Page



This section includes details for:

Pre-Receive - Toolbar on page 15

Pre Receive - Basic Operations on page 17

Pre-Receive - Output on page 20

4.1.2.1 Pre-Receive - Toolbar

The Pre-Receive page toolbar is where all choices are listed for the user when pre-receiving a shipment or order. The different sections of the Pre-Receive page toolbar are Main, Details, Actions, Navigation, Printing, Attachments, Next Steps and Exit.

Table 2. Pre_Receive Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar on the Pre Receive page is described in detail in *Table 6* on page 37. However, it is specific to creating, saving, deleting and finding a pre-receive transaction.		
Details	The Detail section of the toolbar on the Pre Receive page refers to the lines in the Detail tab of the page listing the parts being pre received The two options are Remove Line and Remove All Lines and is described in detail in *Table 6* on page 37.		
Actions	The choices in the Actions section of the toolbar are specific to entering and managing a pre-receive.		
	Find PO Lines **Alt+T**		This action is used to find the Purchase Order lines that are listed on the pre receive documentation. The PO Line Search page is loaded and can be used to filter and find the actual PO lines.
	Add Bundles **Alt+Y**		This action is used to add the bundles that are coming in from the shipment.
	Calculate Duty & Freight **Alt+U**		This action is used to calculate the duty and freight based on the PO lines listed.
Navigation	In additions to the Header option in the Navigation section of the toolbar as described in *Table 6* on page 37, the following options are available for navigation on the Purchase Order page.		
	Header **Alt+1**		Sets focus to the Header section of the page which contains all of the main information for a pre-receive transaction.
	Detail **Alt+2**		Sets focus to the Detail section of the page which contains a grid of all PO lines listed on this pre-receive.
	Pre-Paid **Alt+3**		

Table 2. Pre_Receive Page Toolbar

Section	Option	Icon	Description
Printing	The Print section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed or previewed from the Purchase Orders page is the purchase order.		
Attachments	The Attachments section of the toolbar is described in detail in *Table 6* on page 37.		
Next Steps			
	Receive **Alt+B**		This action is used when actually receiving the pre-receive. Selecting it will cause the Receive page to open with the header information and the lines from the current pre-receive. If there is no more merchandise to receive, then a message will be displayed and the receive page will not be loaded.
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.1.2.2 Pre Receive - Basic Operations

Pre-Receive is done once a vendor/manufacturer has confirmed your order and has provided documentation indicating that the order has been shipped. In addition, the documentation contains information about the shipment including how the product is packaged, heat numbers if applicable, and the quantity.

The basic operations available on the Pre Receive page are:

- *Pre-receive one or more purchase order lines*
- *Receive merchandise after pre-receiving*
- *Remove a line from a Pre-Receive*
- *Remove all lines from a Pre-Receive*
- *Modify a Pre-Receive*
- *Enter one or more new Incoming Containers for a Pre-Receive*

Here are step by step procedures for each operation listed above:

Pre-receive one or more purchase order lines

1. If the page is blank, go to Step 2. Otherwise, select **New** (**Alt+N**).
2. Enter **Vendor**, **Manufacturer**, **Warehouse**, **FOB**, **Carrier**, **Freight**, **Invoice #** and **Packing List Number**.
3. Select **Find PO Lines** (**Alt+X**).
4. Select one or more lines from the purchase order using **Select One**, **Select All** or clicking the box to the left of the line.

5. Select **Add Bundles** to each of the selected lines. The Bundle Entry page will be loaded. (create bundles manually)
   a. Enter the letter **n** to create a new bundle for the line.
   b. Enter the **Qty to Pre-receive**, **Unit of Measure** (UOM), **Number of Pieces**, **Heat #**, and **Package number**.
   c. Select **Save** (**Alt+S**) to save the bundle.

      This will bring you back to the Pre-Receive page. Notice the **Qty Pre-Received** column is modified for the purchase order line.
   d. Repeat step 5 for all lines.
6. Enter the **Total Packages** field which is the number of packages that will be pre-received.
7. Select **Save** (**Alt+S**).

   The "*Pre-Receive PRCPxxx was created successfully"* message will be displayed.
8. Press **OK** to continue.

   The pre-receive transaction is created and the status is set to **Opened**. and the related purchase order(s) status is set to **Pre-Received**.

Receive merchandise after pre-receiving

1. Open an existing Pre-Receive that is in the **Opened** or **Partially Received** state.
2. Select **Receive** (**Alt+B**).

   If required fields are missing, an error message will be displayed indicating which fields are missing.
3. Fill in the required fields and select **Receive** again.

   The Receive page will be displayed with the data from the Pre-Receive.
4. At this point, you will need to select bundles to receive and save the Receive transaction. For details on how to do this, refer to *Receive* on page 69.

Remove a line from a Pre-Receive

1. Open an existing Pre-Receive that is in the **Opened** or **Partially Received** state. Lines can not be removed when the Pre-Receive is **Completed**.
2. Select the line by checking the box to left or clicking on the line. Then select **Remove Line** from the toolbar. Only lines in the **Opened** or **Partially Received** state can be removed.

The "*Do you want to delete this line?"* confirmation message will be displayed.

3. Select **Yes** to delete. Select **No** to cancel.

   The line is deleted from the **Pre-Receive** and the **Total** values on the right of the header are updated.

4. Update the **Total Package** field in the header if the number of packages were reduced.
5. Select **Save** (**Alt+S**) to save the changes.

   If the **Total** packages value in the header did not get updated, then the "*The user provided x total packages but the bundles contains y packages*" message will appear.

   The "*Pre-Receive PRCPxxx was modified successfully*." message will appear.

6. Select **OK** to continue.

Remove all lines from a Pre-Receive

1. Open an existing Pre-Receive that is in the **Opened** state. **Removing all lines** is not allowed when the Pre-Receive is in the **Partially Received** or **Completed** state.
2. Select **Remove All Lines (Alt+)**.

   The "*Do you want to delete all lines?"* confirmation message will be displayed.

3. Select **Yes** to delete all. Select **No** to cancel.

   The lines are deleted from the Pre-Receive and the **Total** values on the right of the header are updated.

4. Update the **Total Packages** field to **0**.
5. Select **Save** (**Alt+S**) to save the changes.

   If the **Total packages** value in the header did not get updated to **0**, then the "*The user provided x total packages but the bundles contains 0 packages*" message will appear.

   The "*Pre-Receive PRCPxxx was modified successfully*." message will appear.

6. Select **OK** to continue.

Modify a Pre-Receive

1. Open an existing Pre-Receive that is in the **Opened** or **Partially Received** state.
2. Edit header information.
    a. For Opened Pre-Receives, all fields in the header can be modified.
    b. For Partially Received Pre-Receives, only the **Shipment Invoice**, **Packing List**, **Total Packages**, **Containers**, and **Vessel Name** fields can be modified in the header.
3. Edit line data for any line in the Open state.
4. Add bundles for any line in the Open state.
5. Select **Save** (**Alt+S**) to save the changes.

    If the **Total packages** value in the header did not get updated to **0**, then the "*The user provided x total packages but the bundles contains 0 packages*" message will appear.

    The "*Pre-Receive PRCPxxx was modified successfully*." message will appear.
6. Select **OK** to continue.

Enter one or more new Incoming Containers for a Pre-Receive

1. Open an existing Pre-Receive that is in the **Opened** or **Partially Received** state.
2. Select the **Incoming Containers** search icon.

    The Incoming Containers page is displayed.
3. Enter a valid container code with a description.
4. Select an **Estimated Arrival Date** using the drop down calendar by the field.
5. Repeat steps 3-4 for each container being pre-received.
6. Select **Save** (**Alt+S**) to save the container information.
7.

4.1.2.3 Pre-Receive - Output

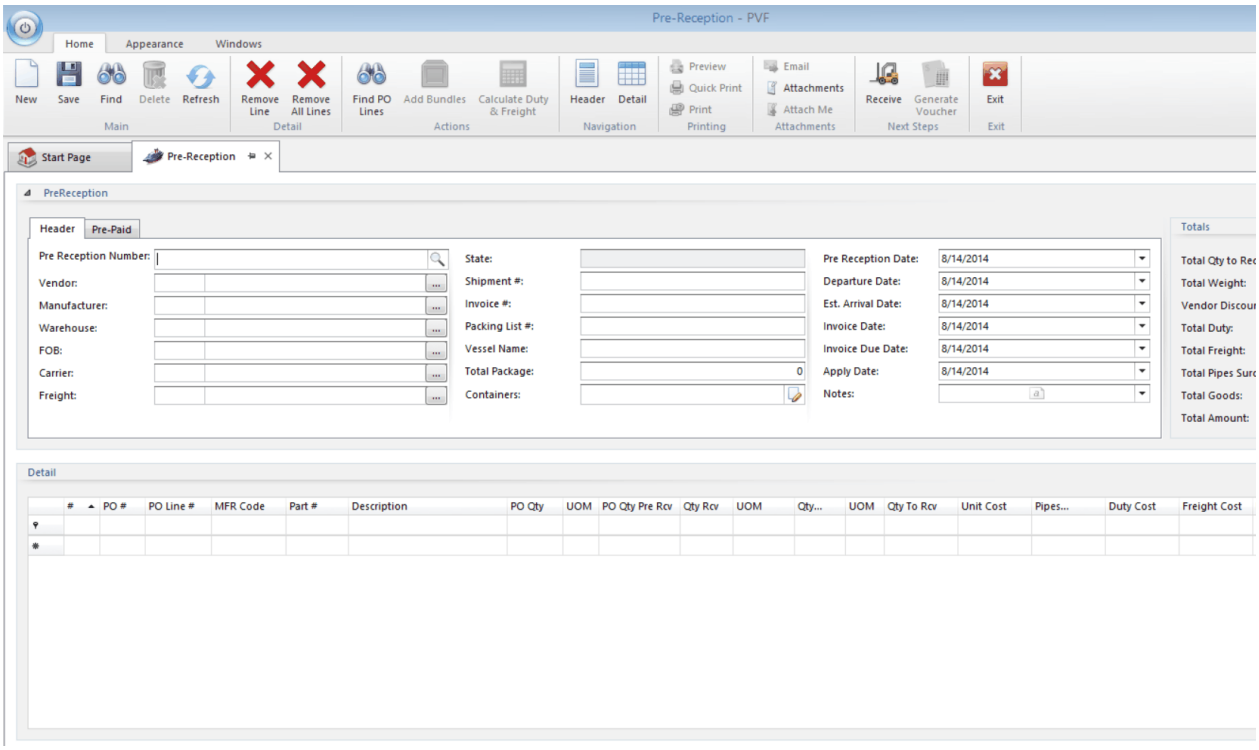
The Pre-Receive page toolbar is where all choices are listed for the user when pre-receiving a shipment or order. The different sec

4.1.3 Quick Pre-Receive

Quick Pre-Receive makes the Receive process smoother and requires less effort. Pre-Receive is done when documentation is sent from the participating vendor (the company that you purchased from). Such documentation means that order has been shipped. This documentation contains package numbers, heat numbers, and often MTRs for all parts. If this information is not entered into Pre-Receive, then it will need to be entered during the Receive process.

The Quick Pre-Receive page is accessed via the Purchasing start page.

Figure 6.Pre-Receive Page



This section includes details for:

Quick Pre-Receive - Toolbar on page 21

Quick Pre Receive - Basic Operations on page 24

Quick Pre-Receive - Output on page 27

4.1.3.1 Quick Pre-Receive - Toolbar

The Quick Pre-Receive page toolbar is where all choices are listed for the user when pre-receiving a shipment or order. The different sections of the Pre-Receive page toolbar are Main, Details, Actions, Navigation, Printing, Attachments, Next Steps and Exit.

Table 3. Pre_Receive Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar on the Pre Receive page is described in detail in *Table 6* on page 37. However, it is specific to creating, saving, deleting and finding a pre-receive transaction.		
Details	The Detail section of the toolbar on the Purchase Orders page refers to the lines in the Detail tab of the page listing the parts being ordered. The two options are Remove Line and Remove All Lines and is described in detail in *Table 6* on page 37.		
Bundles	The Bundles sections is similar to the Details section except that it deletes the bundle lines instead of the PO lines.		
Actions	The choices in the Actions section of the toolbar are specific to entering and managing a pre-receive.		
	Find PO Lines **Alt+T**		This action is used to find the Purchase Order lines that are listed on the pre receive documentation. The PO Line Search page is loaded and can be used to filter and find the actual PO lines.
	Duplicate Bundle **Alt+LI**		This action is used when you need to....
	Generate Bundles **Alt+GE**		This action is used when you need to....
	Calculate Duty & Freight **Alt+U**		This action is used to calculate the duty and freight based on the PO lines listed.
Navigation	In additions to the Header option in the Navigation section of the toolbar as described in *Table 6* on page 37, the following options are available for navigation on the Purchase Order page.		

Table 3. Pre_Receive Page Toolbar

Section	Option	Icon	Description
	Header **Alt+1**		Contains all of the header information for a pre-rceive transaction.
	Detail **Alt+2**		Contains a grid of all PO lines listed on this pre-receive.
	Bundles **Alt+3**		Contains a grid of all the bundles for this pre-receive.
	Line Additional Info **Alt+L12**		Contains a grid of all PO lines listed on this pre-receive.
	Bundle Additional Info **Alt+B13**		Contains a grid of all the bundles for this pre-receive.
Printing	The Print section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed or previewed from the Purchase Orders page is the purchase order.		
Attachments	The Attachments section of the toolbar is described in detail in *Table 6* on page 37.		
Next Steps			
	Receive **Alt+B14**		This action is used when actually receiving the pre-receive. Selecting it will cause the Receive page to open with the header information and the lines from the current pre-receive. If there is no more merchandise to receive, then a message will be displayed and the receive page will not be loaded.
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.1.3.2 Quick Pre Receive - Basic Operations

Quick Pre-Receive is done once a vendor/manufacturer has confirmed your order and has provided documentation indicating that the order has been shipped. In addition, the documentation contains information about the shipment including how the product is packaged, heat numbers if applicable, and the quantity.

The basic operations available on the Pre Receive page are:

- *Quick Pre-receive a purchase order*
- *Receive a purchase order after quick pre-receiving*
- *Remove a line from a Quick Pre-Receive*
- *Remove all lines from a Quick Pre-Receive*
- *Modify a Quick Pre-Receive*

Here are step by step procedures for each operation listed above:

Quick Pre-receive a purchase order

1. If the page is blank, go to Step 2. Otherwise, select **New** (**Alt+N**).
2. Enter **Vendor**, **Manufacturer**, **Warehouse**, **FOB**, **Carrier**, **Freight**, **Invoice #** and **Packing List Number**.
3. Select **Find PO Lines** (**Alt+X**).
4. Select one or more lines from the purchase order using **Select One**, **Select All** or clicking the box to the left of the line.
5. Select **Add Bundles** to each of the selected lines. The Bundle Entry page will be loaded. (create bundles manually)
    a. Enter the letter **n** to create a new bundle for the line.
    b. Enter the **Qty to Pre-receive**, **Unit of Measure** (UOM), **Number of Pieces**, **Heat #**, and **Package number**.
    c. Select **Save** (**Alt+S**) to save the bundle.

       This will bring you back to the Pre-Receive page. Notice the **Qty Pre-Received** column is modified for the purchase order line.
    d. Repeat step 5 for all lines.
6. Enter the **Total Packages** field which is the number of packages that will be pre-received.
7. Select **Save** (**Alt+S**).

   The "*Pre-Receive PRCPxxx was created successfully"* message will be displayed.

8. Press **OK** to continue.

   The pre-receive transaction is created and the status is set to **Opened**. and the related purchase order(s) status is set to **Pre-Received**.

Receive a purchase order after quick pre-receiving

1. Open an existing Pre-Receive that is in the **Opened** or **Partially Received** state.
2. Select **Receive** (**Alt+B**).

   If required fields are missing, an error message will be displayed indicating which fields are missing.
3. Fill in the required fields and select **Receive** again.

   The Receive page will be displayed with the data from the Pre-Receive.
4. At this point, you will need to select bundles to receive and save the Receive transaction. For details on how to do this, refer to *Receive* on page 69.

Remove a line from a Quick Pre-Receive

1. Open an existing Pre-Receive that is in the **Opened** or **Partially Received** state. Lines can not be removed when the Pre-Receive is **Completed**.
2. Select the line by checking the box to left or clicking on the line. Then select **Remove Line** from the toolbar. Only lines in the **Opened** or **Partially Received** state can be removed.

   The "*Do you want to delete this line?"* confirmation message will be displayed.
3. Select **Yes** to delete. Select **No** to cancel.

   The line is deleted from the **Pre-Receive** and the **Total** values on the right of the header are updated.
4. Update the **Total Package** field in the header if the number of packages were reduced.
5. Select **Save** (**Alt+S**) to save the changes.

   If the **Total** packages value in the header did not get updated, then the "*The user provided x total packages but the bundles contains y packages*" message will appear.

   The "*Pre-Receive PRCPxxx was modified successfully*." message will appear.
6. Select **OK** to continue.

Remove all lines from a Quick Pre-Receive

1. Open an existing Pre-Receive that is in the **Opened** state. **Removing all lines** is not allowed when the Pre-Receive is in the **Partially Received** or **Completed** state.
2. Select **Remove All Lines (Alt+)**.

   The "*Do you want to delete all lines?"* confirmation message will be displayed.
3. Select **Yes** to delete all. Select **No** to cancel.

   The lines are deleted from the Pre-Receive and the **Total** values on the right of the header are updated.
4. Update the **Total Packages** field to **0**.
5. Select **Save** (**Alt+S**) to save the changes.

   If the **Total packages** value in the header did not get updated to **0**, then the "*The user provided x total packages but the bundles contains 0 packages*" message will appear.

   The "*Pre-Receive PRCPxxx was modified successfully*." message will appear.
6. Select **OK** to continue.

Modify a Quick Pre-Receive

1. Open an existing Pre-Receive that is in the **Opened** or **Partially Received** state.
2. Edit header information.
   a. For Opened Pre-Receives, all fields in the header can be modified.
   b. For Partially Received Pre-Receives, only the **Shipment Invoice**, **Packing List**, **Total Packages**, **Containers**, and **Vessel Name** fields can be modified in the header.
3. Edit line data for any line in the Open state.
4. Add bundles for any line in the Open state.
5. Select **Save** (**Alt+S**) to save the changes.

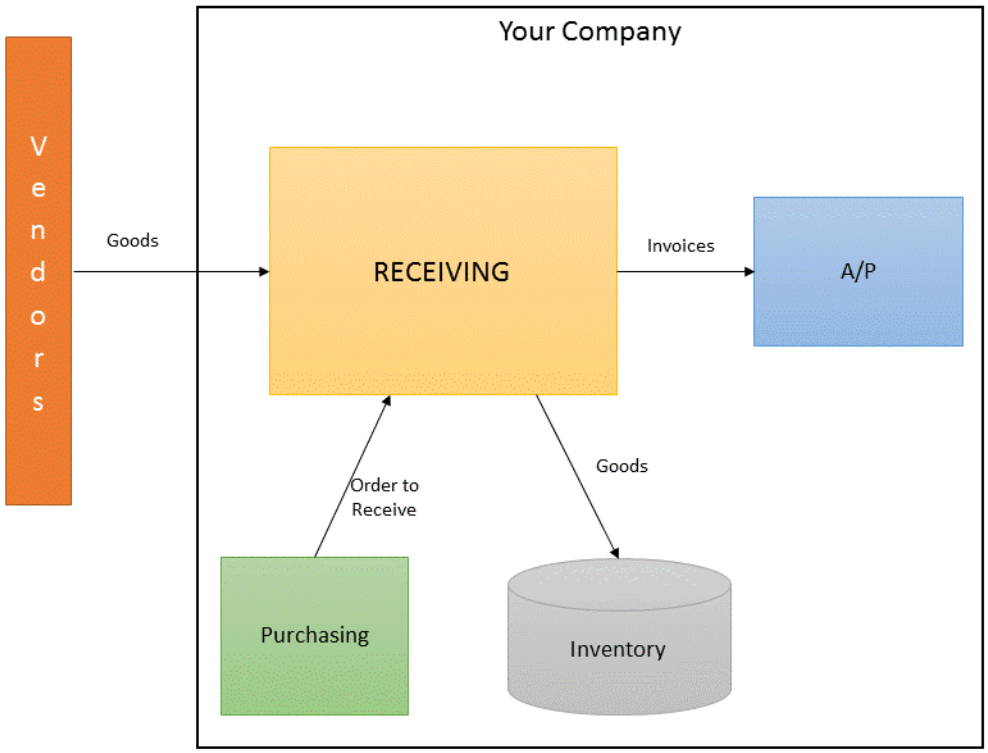
   If the **Total packages** value in the header did not get updated to **0**, then the "*The user provided x total packages but the bundles contains 0 packages*" message will appear.

   The "*Pre-Receive PRCPxxx was modified successfully*." message will appear.

4.2 Receiving

The Receiving module is the component of Software 4 U system that receives and documents the bundles and packages of products or goods from each shipment and then adds them to inventory as stock. Within this process, you can Pre-Receive or Receive. Pre-Receive makes the Receive process smoother and requires less effort. Pre-Receive is done when documentation is sent from the participating vendor (the company that you purchased from). Such documentation means that order has been shipped. This documentation contains package numbers, heat numbers, and often MTRs for all parts. If this information is not entered into Pre-Receive, then it will need to be entered during the Receive process.

Figure 6. Receiving



The processes which directly support the Receiving module can be accessed via the **Receiving** option located on the Start page.

The three pages that can be accessed from the Receiving start page are:

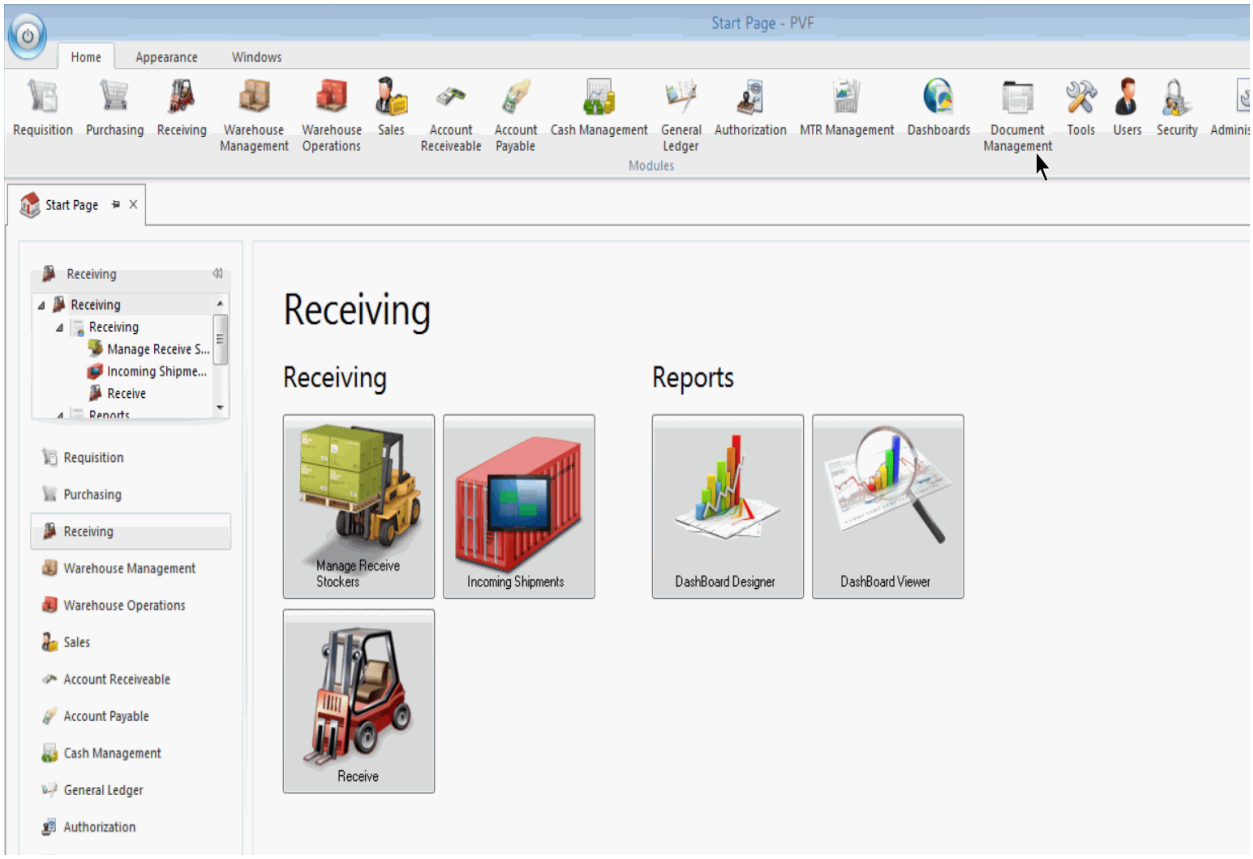
Receive - used to create and manage goods that have been delivered

Incoming Shipments - a monitoring page used to view status of all incoming shipments

Manage Receive Stockers - used to manage the stockers assigned to receive goods

These are explained in detail below.

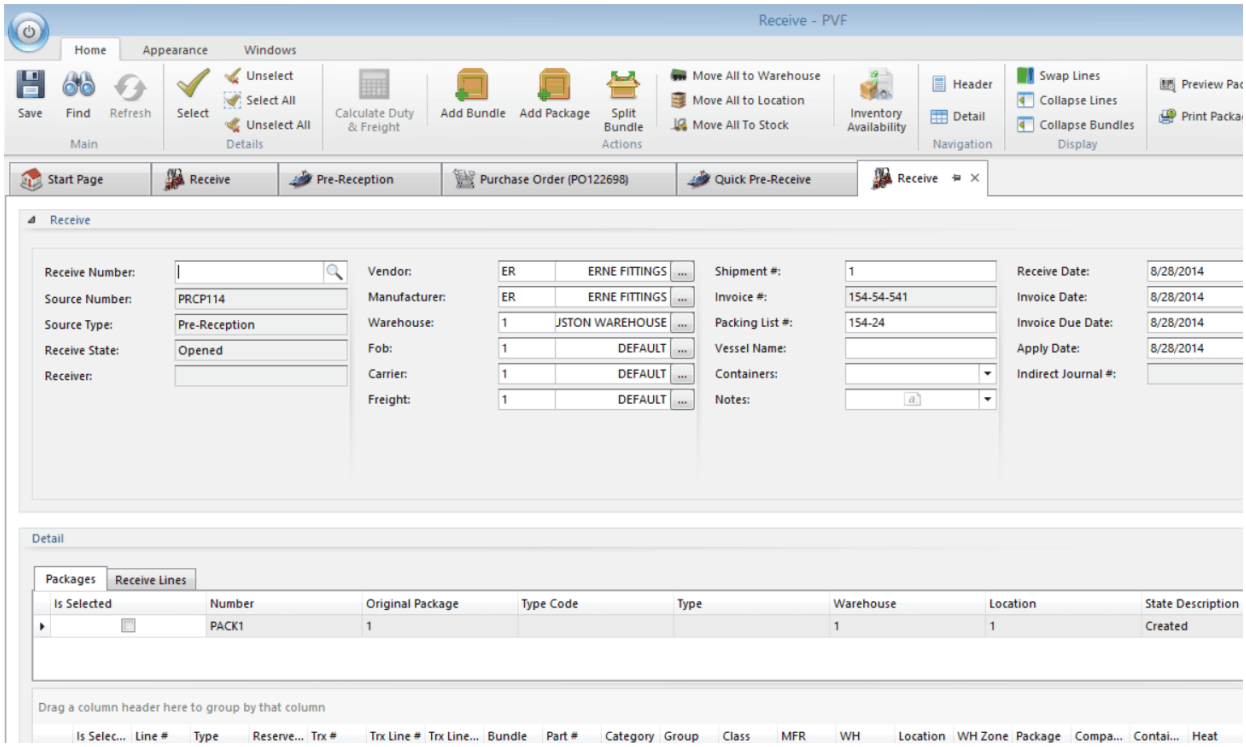
Figure 7.


Start Page - PVF
Home
Appearance
Windows
Requisition
Purchasing
Receiving
Warehouse Management
Warehouse Operations
Sales
Account Receiveable
Account Payable
Cash Management
General Ledger
Authorization
MTR Management
Dashboards
Document Management
Tools
Users
Security
Modules
Start Page
Receiving
Receiving
Receiving
Manage Receive S...
Incoming Shipme...
Receive
Reports
Requisition
Purchasing
Receiving
Warehouse Management
Warehouse Operations
Sales
Account Receiveable
Account Payable
Cash Management
General Ledger
Authorization
Receiving
Receiving
Reports
Manage Receive Stockers
Incoming Shipments
DashBoard Designer
DashBoard Viewer
Receive

4.2.1 Receive

The Receive page is used to receive shipments coming in and to track all purchase order lines associated with the shipment. It is accessed via the Receiving start page.

Figure 8.Receive Page



This section includes:

Receive - Toolbar on page 30

Receive - Basic Operations on page 31

Receive - Output on page 32

4.2.1.1 Receive - Toolbar

The Receive toolbar is where all choices are listed for the user when managing incoming inventory. The different sections of the Receive toolbar are Main, Details, Actions, Navigation, Printing, Attachments and Exit.

Table 4. Receive Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar on the Receive page is described in detail in *Table 6* on page 37. However, it is specific to saving and finding incoming shipments or inventory.		
Details	The Detail section of the toolbar on the Receive page refers to the lines in the Detail tab of the page listing the incoming packages and receiving lines. The two options are Remove Line and Remove All Lines and is described in detail in *Table 6* on page 37.		
Actions	The choices in the Actions section of the Receive toolbar are specific to documenting and handling incoming shipments/inventory.		
	Calculate Duty & Freight **Alt+D**		This action is used to calculate the duty and freight for the goods being received.
	Add Bundle **Alt+G**		This action is selected when you are pre-receiving or receiving goods. Add Bundles is the method used to define how the goods were packaged and shipped.
	Add Package **Alt+K**		This action is used to
	Split Bundle **Alt+L**		This action is used to
	Move All to Warehouse **Alt+Z**		This action is used to move all bundles selected to the warehouse.
	Move All to Location **Alt+X**		This action is used to move all locations selected to the specified location.

Table 4. Receive Page Toolbar

Section	Option	Icon	Description
	Move All to Stock **Alt+C**		This action is used to move all bundles selected straight to stock.
	Inventory Availability **Alt+I**		This action is used to bring up the inventory availability page which will show specific details about the part selected.
Navigation	In additions to the Header option in the Navigation section of the toolbar as described in *Table 6* on page 37, the following options are available for navigation on the Purchase Order page.		
	Additional Info		Contains any additional information needed about the goods being received.
Printing	The Print section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed or previewed from the Receive page is all iand package labels.		
	Preview Package Labels **Alt+D**		This action is used to preview the package labels to be printed.
	Print Package Labels **Alt+D**		This action is used to print the package labels for the receiving goods.
Attachments	The Attachments section of the toolbar is described in detail in *Table 6* on page 37.		
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.2.1.2 Receive - Basic Operations

Below is a list of the basic operations available on the Receive page:

- Receive without having pre-received the shipment
- Receive a purchase order after pre-receiving
- Print package labels
- Support Operations
- Calculate Duty and Freight

- Add a bundle
- Add a packacke
-

Here are step by step procedures for each operation listed above:

Receive without having pre-received the shipment:- (later release)

1.
2.
3.

Receive a purchase order after pre-receiving

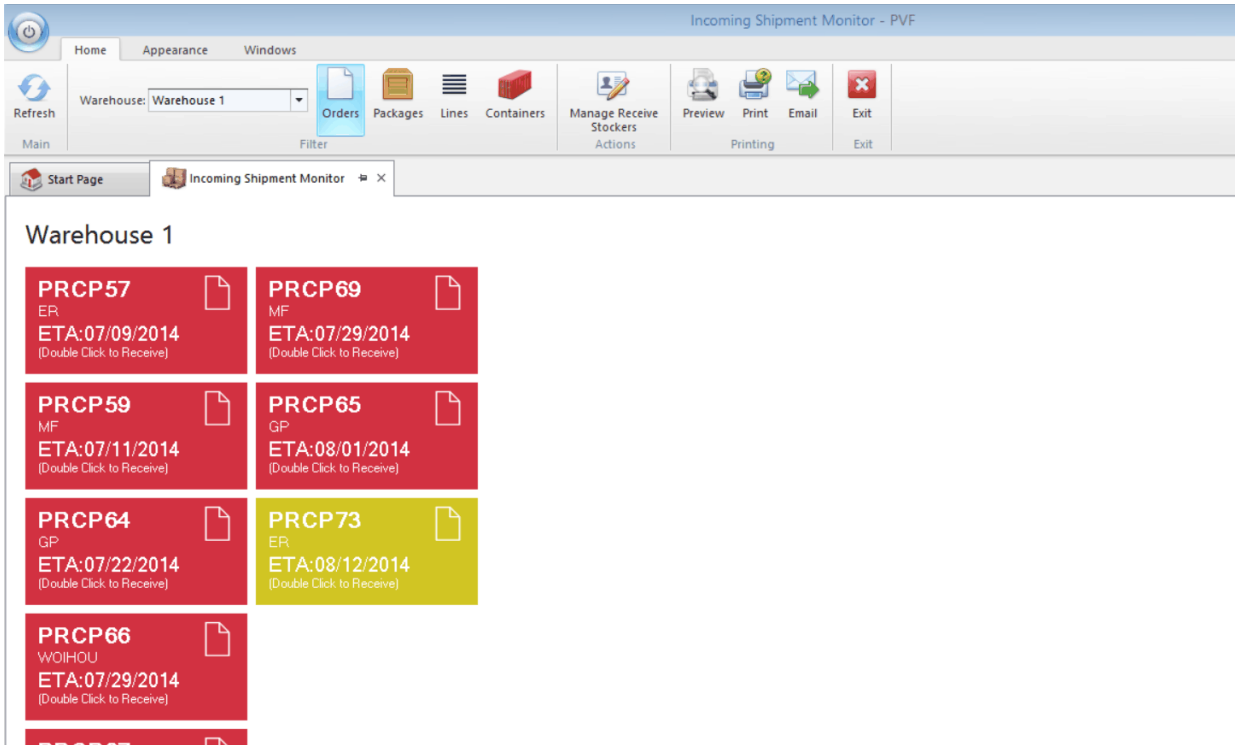
1. Open an existing Pre Receive that is in the **Opened** or **Partially Received** state.
2. Select **Receive** (**Alt+B**). If required fields are missing, an error message will be displayed indicating which fields are missing. Fill in the required fields and select Receive again.
3. The Receive page will be displayed with the data from the Pre Receive.
4. At this point, you will need to select bundles to receive and save the Receive transaction. For details on how to do this, go to the Receive page section.
5.

4.2.1.3 Receive - Output

4.2.2 Incoming Shipments

The Incoming Shipments page is a monitoring page for all incoming shipments. All shipments that have been pre-received will be displayed and will list the expected time of arrival (ETA) and at which warehouse the shipment will be received.

Figure 9.Incoming Shipments Page



This section includes:

Incoming Shipments - Toolbar

Incoming Shipments - Basic Operations

Incoming Shipments - Output

4.2.2.1 Incoming Shipments - Toolbar

The Incoming Shipments toolbar is where all choices are listed for the user when managing incoming shipments. The different sections of the Incoming Shipments toolbar are Main, Filter, Actions, Printing, and Exit.

Table 5. Receive Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Incoming Shipments page this information is specific to refreshing the monitoring page.		
Filter	Warehouse **[Alt+F]**		This field is used to filter the warehouses displayed on the monitoring screen.
Actions	The only action available in the Actions section of the toolbar for the incoming shipments page is **Manage Receive Stockers**.		
	Manage Receive Stockers **[Alt+??]**		This action will bring up the Manage Receiving Stockers page which will provide the user with the chance to add, delete or modify receiving stockers.
Printing	The Print section of the toolbar is described in detail in *Table 6* on page 37. The document that can be previewed, printed or emailed from the Incoming Shipments page is a document that contains a list of all incoming shipments.		
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.2.2.2 Incoming Shipments - Basic Operations

Below is a list of the basic operations available on the Incoming Shipments page:

- *Filter by warehouse*
- *Manage Receiving Stockers*

Here are step by step procedures for each operation listed above:

Filter by warehouse

You can view the incoming shipments that will be received for all warehouses or just one warehouse. To do this:

1. Click on the drop down box labeled **Warehouse** in the Filter section of the toolbar.
2. Select **All Warehouses** or a specific warehouse.

Note: This will cause only the receiving stations for the warehouses selected to be displayed. If all is chosen, depending on your screen size, all of the warehouses may not be displayed. To

view them, left click and hold the far right side of the screen and then move the mouse to the left to scroll through the receiving stations.

Manage Receiving Stockers

There are times when users need to be added as a stocker, deleted as a stocker or details about a current stocker need to be changed. To work on the receiving stocker assignments, click **Manage Receiving Stockers** from the Actions section of the toolbar (**Alt+??**). This will bring up the Manage Receiving Stockers page. This page operates in the same manner as the Manage Pickers page. See *Manage Pickers* on page 116 for details.

4.2.2.3 Incoming Shipments - Output

4.2.3 Manage Receive Stockers

The Manage Receive Stockers page is used to add, modify or delete users or workers as receive stockers to the system. If modifying or adding a stocker, the Receive Stocker page will be displayed and this is where parameters such as which warehouse he/she is assigned, which groups, categories, classes, and parts can be accessed by this stocker.

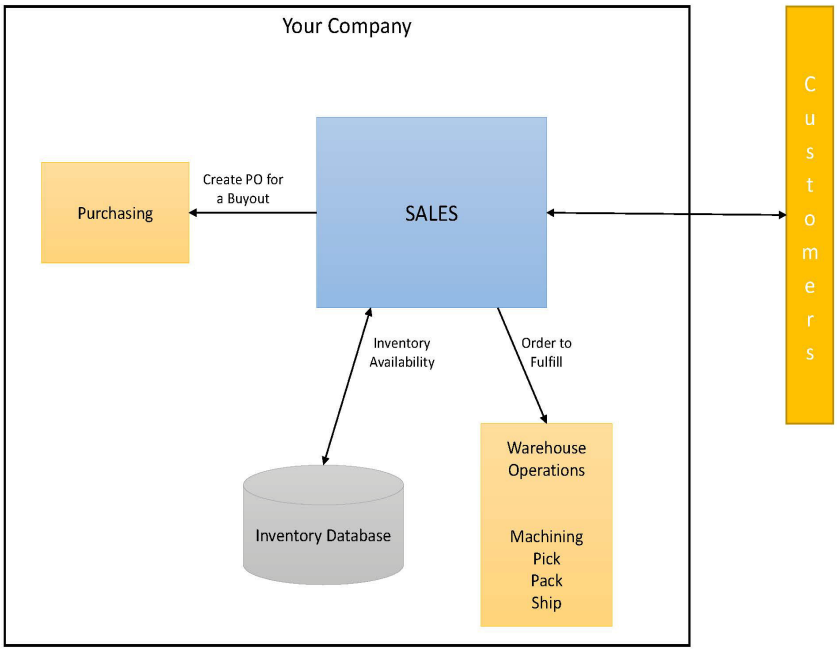
To access this page, from the **Start** Page, select **Receiving**, then **Manage Receive Stockers**.

This page follows a generic format and is described in detail in the Manage Entity Pages section of the User Interface portion of this document. See *Manage/Search Entity Pages* on page 44.

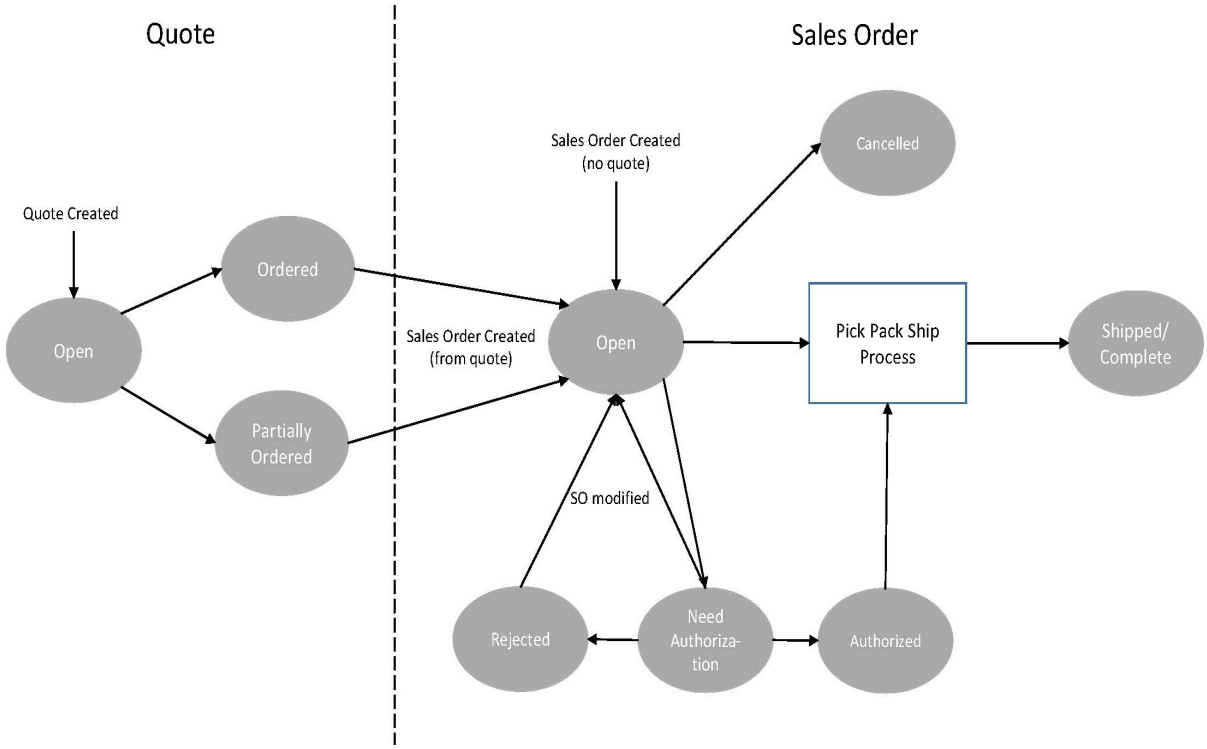
4.3 Sales

The Sales module is one component of Software 4 U system. It is where a user (typically a salesperson) will create and manage quotes and sales orders (SOs) with the goal of selling merchandise/goods to customers.

This process includes providing quotes to the customers as requested. If the quote is accepted by the customer, then a sales order will be created. A quote is not required to create a sales order but typically that is what happens. The capability to create a purchase order for a buyout if needed for a sale is also available. The Sales module manages and supports the sales department. The basic flow is as follows:



As shown above, all communications to the customers is via Sales. Sales has to interact with the Inventory database and Purchasing in order to make sure the proper quote or sales order is given to the customer. Sales will hand off the sales order to Warehouse Operations in order to get the order fulfilled for the customer. In order to track the status of an order, quotes and sales orders have states that signify what can be done or what is being done at that point. The quote and sales order states are shown in the diagram below.

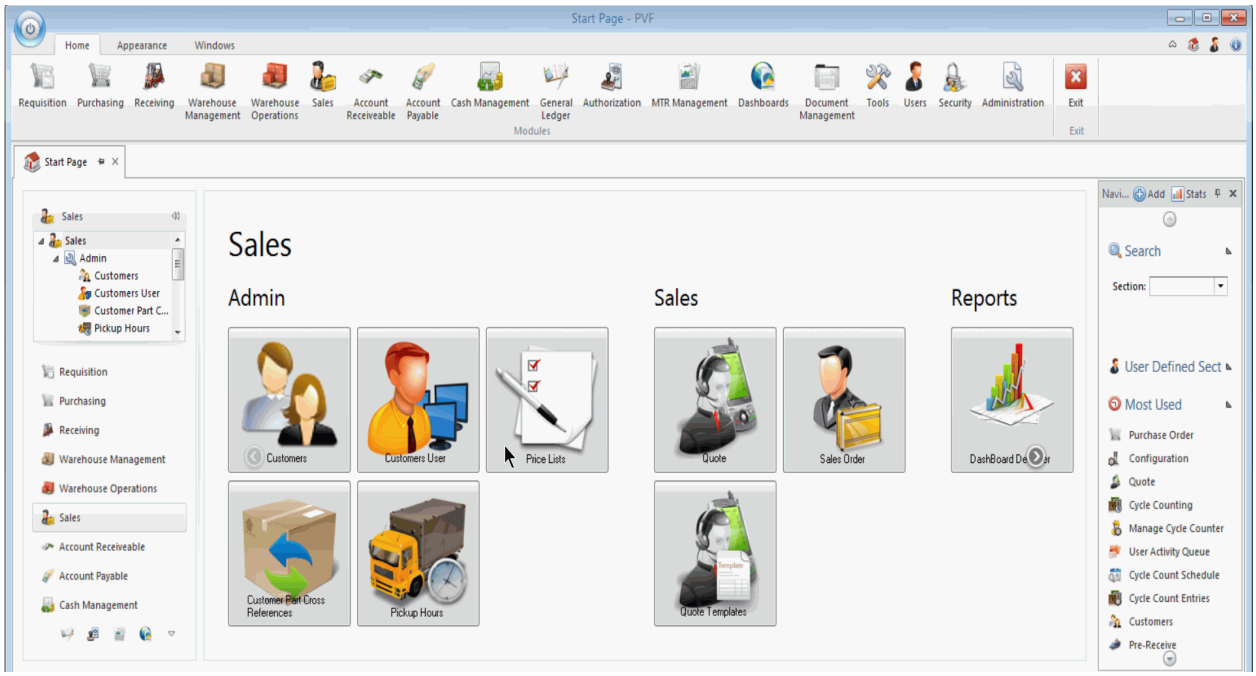


The processes which directly support the Sales module can be accessed via the **Sales** option located on the Start page. The pages that can be accessed from here are:

Quotes - used to create and manage quotes

Sales Orders - used to create and manage sales orders

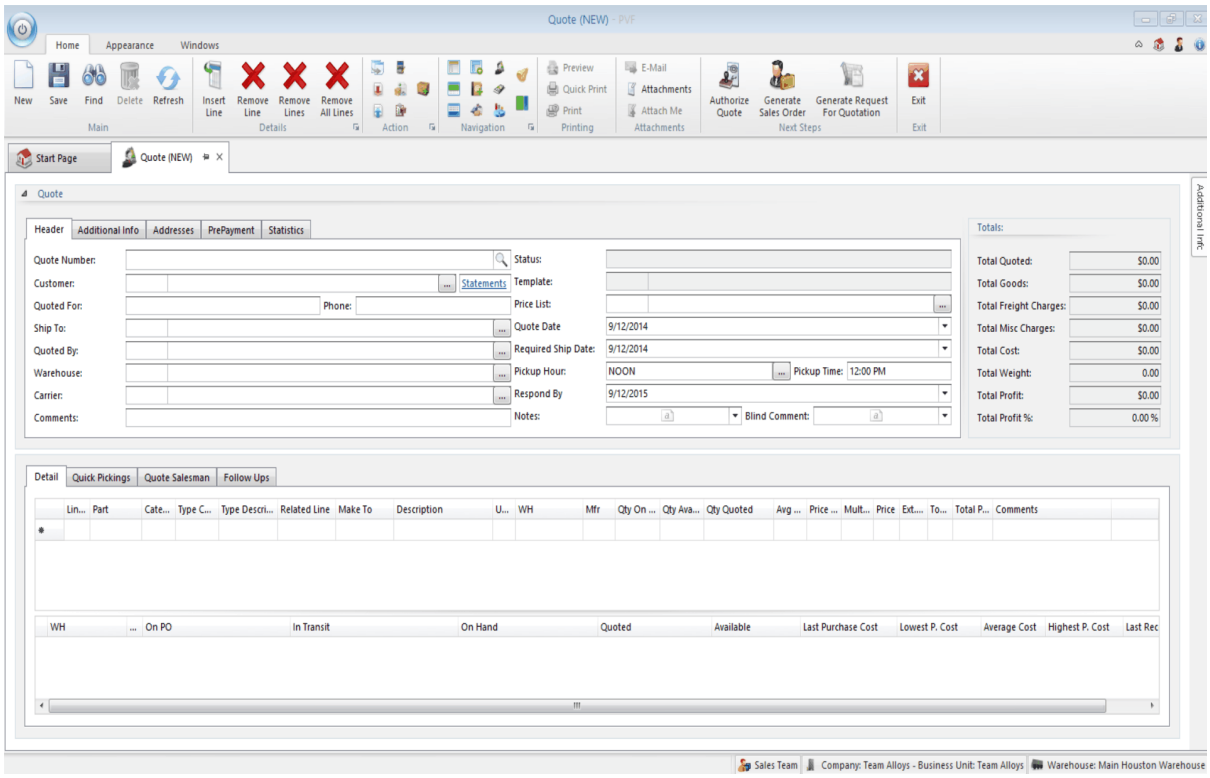
Detailed explanations of each page are given below.


Start Page - PVF
Home
Appearance
Windows
Requisition
Purchasing
Receiving
Warehouse Management
Warehouse Operations
Sales
Account Receiveable
Account Payable
Cash Management
General Ledger
Authorization
MTR Management
Dashboards
Document Management
Tools
Users
Security
Administration
Exit
Modules
Start Page
Sales
Admin
Customers
Customers User
Customer Part C...
Pickup Hours
Requisition
Purchasing
Receiving
Warehouse Management
Warehouse Operations
Sales
Account Receiveable
Account Payable
Cash Management
Sales
Admin
Customers
Customers User
Price Lists
Customer Part Cross References
Pickup Hours
Sales
Quote
Sales Order
Quote Templates
Reports
DashBoard De...
Navi...
Add
Stats
Search
Section:
User Defined Sect
Most Used
Purchase Order
Configuration
Quote
Cycle Counting
Manage Cycle Counter
User Activity Queue
Cycle Count Schedule
Cycle Count Entries
Customers
Pre-Receive

4.3.1 Quotes

The quotes page is used to create, edit, delete, and manage all quotes in the system. A user can create a sales order from a quote and check inventory, manufacturer, and pricing from here as well.

Figure 8.Quotes Page



This section includes:

Quotes - Toolbar

Quote - Basic Operations

Quotes - Output

4.3.1.1 Quotes - Toolbar

The Quotes toolbar is where all choices are listed for the user when managing quotes. The different sections of the Quotes toolbar are Main, Details, Actions, Navigation, Printing, Attachments, Next and Exit.

Table 6. Quotes Page Toolbar

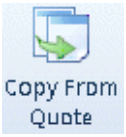
Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Quotes page this information is specific to saving, finding, deleting, and modifying quotes.		
Details	The Details section of the toolbar on the Quotes page refers to the lines listing the parts being quoted in the **Detail** tab of the page.		
Actions	The choices in the Actions section of the toolbar on the Quotes page are specific to creating and building a quote.		
	Copy from Sales Order **Alt+CS**		This action is used when you want to create a new quote by copying an existing quote.
	Change Mfr & Price **Alt+T**		This action is used to compare and/or change the manufacturer and price for a part listed in the quote.
	Inventory Availability **Alt+Y**		This action is used to bring up the inventory availability page which will show specific details about the part selected in the quotes page.
Navigation	In addition to the Header and Detail options in the Navigation section of the toolbar, as described in *Table 6* on page 37, the following additional options are available for navigation on the Quotes page.		
	Additional Info		Contains Customer address and contact info, Shipping address and contact info and additional information about the sales, payment and shipping for this order.
	Quote Salesman		
	Prepayment		
	Statistics		
	Follow Ups		
Print	The Printing section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed, previewed, or emailed from the Quotes page is the Quote.		
Attachments	The Attachments section of the toolbar is described in detail in *Table 6* on page 37.		

Table 6. Quotes Page Toolbar

Section	Option	Icon	Description
Next Steps	The Next Steps section of the toolbar is described in detail in *Table 6* on page 37.		
	Authorize Quote **Alt+Q**		This action is used to authorize a quote that has not met pre-defined criteria.
	Generate Sales Order **Alt+G**		This action is used to generate a sales order from the current quote.
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.3.1.2 Quote - Basic Operations

The basic operations available on the Quotes page are:

- *Create a quote from scratch*
- *Enter line(s) for a quote:*
- *Create a quote from another quote*
- *Create a sales order from current quote*
- *Open an existing quote*
- *Modify an existing quote*
- *Authorize a quote*

Create a quote from scratch

1. Select **New** (**Alt+N**)**.** Todays date will be automatically stored for the date fields.
2. Enter the mandatory header information for the quote:
   - **Customer** - type the customer code and press enter or use the search option to find the customer. The information stored for that customer will automatically be displayed.
   - **Quoted For** - type the name of the person that the quote is for.
3. Edit any fields in the header section that are different than what is stored for that customer. These are displayed with a white box.
4. Enter one or more lines for each part being quoted.Refer to the Enter Line(s) for a Quote task below.
5. Select **Save** (**Alt+S**) to save the quote. The quote number is automatically generated by the system**.**

Enter line(s) for a quote:

1. To get to the lines section of a quote, you can use the navigation shortcut key, Alt+2, to move focus the first line or use your mouse to click on the first line.
2. There are different types of lines that can be entered.
3. For a Goods line:
4. For a Labor In line
5. For a Labor Out line
6. For a Freight line
7. For a Miscellaneous line

Create a quote from another quote

1. Select **New** (**Alt+N**).
2. Enter **Customer**, **Quoted For** and **Phone** fields.
3. Select **Copy from Quote** (**Alt+C**).
4. Select a quote to copy from in the Search Quotes page and select **Accept.**
5. Add or edit parts (lines) using the options in the **Detail** section of the toolbar.
6. Select **Save** (**Alt+S**).

Create a sales order from current quote

1. First make sure a quote is up and loaded by creating a new quote or finding an existing quote utilizing the **Find** option (**Alt+F**).
2. Select **Generate Sales Order** (**Alt+G**).
3. Select lines to use from the quote in the sales order.
4. Select **Accept** (**Alt+C**).

The Sales Order page will be loaded with the lines selected. The Sales Order still needs to be created.

Open an existing quote

1. Select **Find** (**Alt+F**), or select the search icon to the right of the **Quote** field.
2. Select a quote from the Search Quotes page and select **Accept**.

Note: Use the filters provided on the search page to find a quote if needed.

Modify an existing quote

1. Open an existing quote.
2. Modify as necessary:

- To insert a line into the quote, select **Insert Line** (**Alt+I**). To enter the line information, see the Enter Line task above.
- To remove a line from the quote, select **Remove Line** (**Alt+K**).
- To remove all lines from the quote, select **Remove All Lines** (**Alt+L**).
- To compare and evaluate cost changes if the manufacturer and/or price is changed for one or more parts, select **Change Mfr & Price** (**Alt+T**).

  The Change Mfr & Price page will display. This page allows you to enter different scenarios for manufacturer and price for one or more parts as described below.
- To modify one part, move your cursor (or focus) to that line in the **Detail** tab of the page. You can change the part, the manufacturer, quantity quoted, price, and the notes or blind comments. Press **Enter** to accept the change on the line.

3. Select **Save** (**Alt+S**) to save changes to the quote.

Authorize a quote

1. On the Quotes page if any part on the quote has a yellow circle at the end of the line, then it will need to be authorized by a sales manager before the order can be fulfilled.
2. Select **Authorize Quote (Alt+Q)**. This will need to be performed by an authorized sales manager.

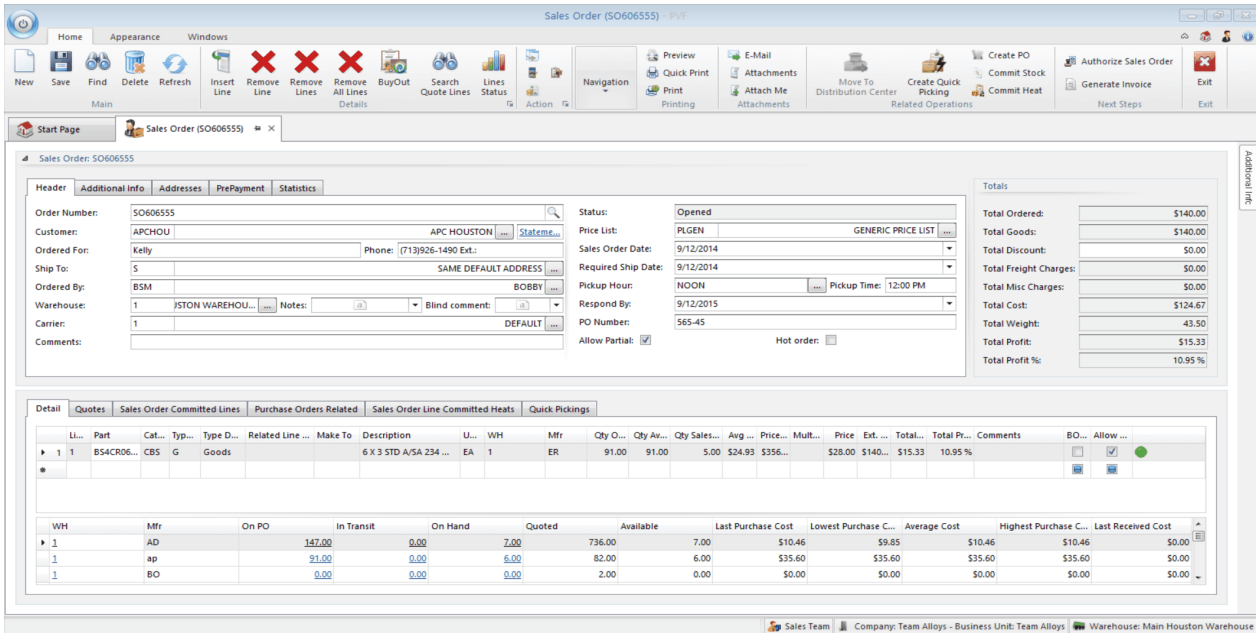
4.3.1.3 Quotes - Output

Here is an example of the output produces from the Quotes page.

4.3.2 Sales Orders

The Sales Orders page is used to create, edit, delete, and manage all sales in the system. A user can also create a purchase order or a picking list directly from a sales order. The status of all merchandise available can also be viewed from here to help ensure a successful sale and order fulfillment.

Figure 9.Sales Orders Page



This section includes:

Sales Orders - Toolbar

Sales Order - Basic Operations

Sales - Output

4.3.2.1 Sales Orders - Toolbar

The Sales Orders toolbar is where all choices are listed for the user when managing sales orders. The different sections of the Sales Orders toolbar are

Main, Details, Actions, Navigation, Printing, Attachments, Related Steps, Next Steps, and Exit.

Table 7. Sales Order Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is explained in detail in *Table 6* on page 37. On the Sales Order page this information is specific to saving, finding, deleting, and modifying Sales Orders.		
Details	The Details section of the Sales Orders page refers to the lines or parts being sold. If a sales order is not open and loaded, then these functions will not be available.		
	Buyout **Alt+B**		The Buyout option in the Details section is used to indicate a buyout is needed for the line selected.
	Line Status **Alt+Z**		The Line Status option in the Details section is used to view in a graph representation of all details or status of a selected part, that is, the part from the current line selected.
Actions	The choices in the Actions section of the Sales Order toolbar are specific to creating and building a sales order (SO).		
	Copy from Sales Order **Alt+C**		This action is used when you want to create a sales order by copying an existing sales order.
	Change Mfr & Price **Alt+T**		This action is used to compare and/or change the manufacturer and price for a part listed in the sales order.
	Inventory Availability **Alt+Y**		This action is used to bring up the inventory availability page which will show specific details about the part selected in the sales order.
	Search Quote Lines **Alt+**		This action is used to search all lines from all quotes and then will insert the selected lines into the sales order.
Navigation	In addition to the Header and Detail options in the Navigation section of the toolbar, as described in *Table 6* on page 37, the following additional options are available for navigation while in the Sales Order page.		

Table 7. Sales Order Page Toolbar

Section	Option	Icon	Description
	Additional Info		Contains Customer address and contact info, Shipping address and contact info and additional information about the sales, payment and shipping for this order.
	Quotes		
	Sales Order Committed Lines		
	Pre-Payment		
	Statistics		
	Purchase Orders Related		
Print	The Printing section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed, previewed, or emailed from the Sales Order page is the Sales Order.		
Attachments	The Attachments section of the toolbar is described in detail in *Table 6* on page 37.		
Related Operations			
	Create Picking Batch **Alt+U**		This action is used to create a picking list for the sales order. Selecting this will load the Picking Batch page
	Create Purchase Order **Alt+V**		This action is used to create a purchase order directly from sales. This is not typically done but is used to support buyouts
	Commit Stock **Alt+O**		
Next Steps	The Next Steps section of the toolbar is described in detail in *Table 6* on page 37.		
	Authorize Sales Order **Alt+Q**		This action is used to authorize a sales order that does not meet the standard rules for placing an order. Only a user with certain user privileges can authorize a sales order.
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.3.2.2 Sales Order - Basic Operations

The basic operations available on the Sales Order page are:

- Create a sales order from a quote
- Create a sales order from another sales order
- Create a sales order from scratch, without a quote
- Open an existing sales order
- Modify an existing sales order
- Authorize a sales order
- Request a buyout for one or more parts
- Create a purchase order for a buyout or MD
- Create a partial order
- Flag an order as Hot

Here are step by step procedures for each operation listed above.

Note: Anytime data is "entered" which is signified by the word Enter in the instructions, press the Enter key to enter the data into that field. This will also cause the focus to move to the next logical field.

Create a sales order from a quote:

1. Go to the Quotes page.
2. Open a quote.
3. Select **Generate Sales Order** from the toolbar (**Alt+G**).

   This will open the Select Quotes Line page.
4. From the Select Quotes Line page, select the parts from the quote to use for the sales order. You can use the check boxes are the select keys to select the parts.
5. Select **Accept (Alt+A)**.

   This will load the Sales Order Page with all the parts selected.
6. Enter the **Customer**, **Quoted For** and **Phone** fields.
7. Select **Save** from the toolbar (**Alt+S**).

Create a sales order from another sales order:

1. Select **New** (**Alt+N**).
2. Select **Copy from Sales Order** (**Alt+C**). The....
3. Enter the **Ordered For** and **Phone** fields.
4. Modify part fields as needed. You may edit, delete, or add parts.
5. Select **Save** (**Alt+S**).

Create a sales order from scratch, without a quote:

1. Select **New** (**Alt+N**) or enter the letter "n" in the Sales Order field.
2. Enter the **Customer**, **Ordered For** and **Phone** fields.
3. Enter one or more lines in the detail section. A line indicates either a part to order, machining that needs to be done, or . Refer to the *Enter line data for a quote or sales order:* on page 50 section for a detailed explanation as to how to enter data into the line fields.
4. Select **Save** (**Alt+S**).

Open an existing sales order:

1. Select **Find** (**Alt+F**), or select the search icon to the right of the **Sales Order** field.
2. Select a sales order from the Search Sales Order page and select **Accept** (**Alt+A**).

Note: Use the filters provided on the search page to find a sales order if needed.

Modify an existing sales order:

1. Open an existing sales order.
2. Modify the sales order as necessary:
   - To insert a part into the sales order, select **Insert Line** (**Alt+I**).
   - To remove a part from the sales order, select **Remove Line** (**Alt+K**).
   - To remove all parts from the sales order, select **Remove All Lines** (**Alt+L**).
   - To compare and evaluate cost changes if the manufacturer and/or price is changed for one or more parts, select **Change Mfr & Price** (**Alt+T**). The Change Mfr & Price page will display. This page allows you to enter different scenarios for manufacturer and price for one or more parts. Refer to *Check/Change Manufacturer and Price:* on page 51, for a detailed explanation on how to use this option.
   - To modify one part, move your cursor (or focus) to that line in the **Detail** tab of the page. You can change the part, the manufacturer, quantity quoted, price, and the notes or blind comments. Press **Enter** to accept the change on the line.
3. Select **Save** (**Alt+S**) to save changes to the sales order.

Authorize a sales order:

1. On the Sales Order page if any part on the sales order has a yellow circle at the end of the line, then the sales order will need to be authorized by a sales manager before the order can be fulfilled.
2. Select **Authorize Sales Order** from the toolbar. This will need to be performed by an authorized sales manager.

Request a buyout for one or more parts:

If there aren't enough parts on hand from the available manufacturers, you have the option to do a buyout.

1. To enter a buyout line, enter the part number and select the manufacturer you are doing the buyout for.
2. Enter the quantity and price for the part.
3. Select to buyout by selecting **Buyout** (**Alt+B**), or you can click the box under the **BO** column for that line between **Blind Comments** and **Allow**.

   This will flag (or check mark) the box in the **Buyout** column.
4. After marking all of your buyout lines, create the purchase orders necessary to fill the order.

Create a purchase order for a buyout (BO) or MD:

There are times when a purchase order needs to be created from the Sales page. This is done when a buyout is needed for a sales order, that is, merchandise is needed to fulfill an order.

Note: Depending on your authorization level, you may need to get the sales order authorized first by selecting **Authorize Sales Order** (**Alt+Q**).

1. From the Sales Order page, select **Create PO** (**Alt+V**).

   This will load the Create Purchase Order page.
2. Enter the vendor and manufacturer.
3. Select the parts for which you wish to create the purchase order from the list provided. All items from the same manufacturer can be grouped to one purchase order.
4. Select **Create PO** (**Alt+V**).

   This will load the Purchase Orders page with the parts you selected along with the manufacturer and vendor that was selected. You will now need to enter the remaining information for the purchase order.
5. Enter in the number of parts you want to order for each line.
6. Enter the name of the buyer in the **Ordered By** field.
7. Select **Save** (**Alt+S**). A purchase order number is created for this purchase order.
8. Return to the Sales Order page to complete any remaining purchase orders for the buyout lines.

Create a partial order:

For a sales order, you can specify whether or not an order can be partially filled. To do this, simply check the **Allow Partial** box in the header. Each

line of the order can be specified as allowing partial. If one line is selected as Allow Partial then the flag for the order will also be set to Allow Partial.

Flag an order as Hot:

For a sales order, you can specify if an order is “hot”, that is, the order is flagged as a high priority to be filled. To do this, simply check the **Hot Order** box in the header.

Create a picking list:

4.3.2.3 Sales - Output

Here is an example of the output produces from the Sales page, known as a Sales Order.

4.3.3 Quote And Sales - Support Operations

There are other operations available on the quote and sales page and are used to support the basic operations or are considered more advanced capabilities. These are:

- Enter line data for a quote or a sales order
- Check inventory availability
- Check or change manufacturer and/or price
- Authorize a quote or sales order
- Insert a line
- Delete a line
- Delete more than one line

Enter line data for a quote or sales order:

Every quote and sales order contains one or more lines which details what is in the order. A line can be many different things but most commonly contains details about which part is being ordered. That is considered a goods line. Other types of lines are machining,

1. To enter a Goods line which is a part to be ordered:
    - Enter **Part** field - use the search icon if needed to find the part
    - Enter **Mfr** field - which manufacturer to use for that part

      Note: Pressing **Ctrl+M** will move focus to the list of manufacturers available for the part. Use the up and down arrow keys to scroll through the list and press Enter to select the manufacturer to use.

    - Enter **Qty Quoted** field - how many are being ordered
    - Enter **Multiplier** field (optional) - if used it overrides any price codes entered
    - Enter **Price** field - Use one of the price codes available to determine the price or enter the price directly. To view the table of price codes, enter **?** or select the search icon to the left of the field. To view the table in this manual refer to the Price Codes table.
    - Enter **Comments** (optional) - Use the F4 key to begin or exit entering text in the text box.
2. To enter a Machining line:
3. To enter a Miscellaneous line:
4. To enter a

Check Inventory Availability:

At any point during the quote or sales order process, for a given part, you can check all details about the inventory of that part.

1. Select (highlight) the part to check by left clicking on that line or by selecting **Detail** from the toolbar and using the arrow keys to navigate around the parts grid.
2. Select **Inventory Availability** (**Alt+Y**).

   The Inventory Availability page will display. This page allows you to see the status of the part within all warehouses and for all manufacturers, bundles and locations. Refer to *Inventory Availability* on page 79 for a detailed explanation of this page.

Check/Change Manufacturer and Price:

You can shop for better prices per manufacturer using the Change Manufacturer & Price option. This can only be done after at least one part has been entered and at least one line is complete.

1. Select **Change Mfr & Price** (**Alt+T**).

   The Apply Command to All Lines page is displayed.
2. Enter a manufacturer and price command into **Scenario One** and press **Enter**.

   Updated pricing information is calculated for **Scenario One**.
3. Enter a manufacturer and price command into **Scenario Two** and press **Enter**.

   Updated pricing information is calculated for **Scenario Two**.
4. Using these calculations, you can compare prices. You can then select either **Scenario 1** (**Alt+S1**) or **Scenario 2** (**Alt+S2**) to use one of the entered scenario for the line. To select one of the scenarios, click on the appropriate **Save Scenario** icon in the toolbar.

   The Quotes page is displayed with the updated line information based on the scenario selected.
5. Simply select **Exit** to go back without selecting a scenario.

Insert a line into a quote:

1. Open the quote to be worked on.
2. Select the line just below where you want to insert a line. To do this, either left click on that line or select **Detail** from the toolbar. Then use the arrow keys to move through the lines until you are positioned on the correct line.
3. Select **Insert Line** (**Alt+I**).

   This will bring up a prompt confirming that it is okay to insert a line and re-number all lines below.

4. Select **Yes** to insert or **No** to cancel.

Delete one line from a quote:

1. Open the quote to be worked on.
2. Select the line or part to delete by highlighting the line, that is, make it in focus. To do this, either left click on that line or select **Detail** from the toolbar and then use the arrow keys to move through the lines.
3. Press the **Delete** key or the **Remove Line** option (**Alt+K**).

   A confirmation pop-up will display.
4. Select **Yes** to delete or **No** to cancel.

Delete more than one line from a quote:

1. Select **Remove Lines** (**Alt+L**).
2. Enter a range and/or a list of lines to delete. For example, 10-12, 14 will delete lines 10, 11, 12, and 14. Press **Enter**.

   A confirmation pop-up will display.
3. Select **Yes** to delete or **No** to cancel.

4.4 Warehouse Management

The Warehouse Management module is the primary component of inventory management within the Software4 U system. It is used to manage the products or goods coming into your company by providing tools to manage the warehouses that store the products, to help you know what products you have and how much at any given time, and how to stock the warehouse in the most efficient way for stocking and retrieving. There are a few major areas of warehouse management. There is the inventory control and accountability tools such as managing and controlling physical and cycle counts, the stocking of inventory through transfers and replenishment, and the accessibility to inventory through data retrieval tools.

4.4.1 Transfers

The Transfers page is used to transfer products within the warehouse. Transferring occurs after products have been received into the warehouse. The products need to be put into the proper location. The location is typically a defined location in a particular warehouse.

4.4.1.1 Transfers - Toolbar

The Transfers toolbar is where all choices are listed for the user when transferring products within the warehouse. The different sections of the toolbar are ...., and Exit.

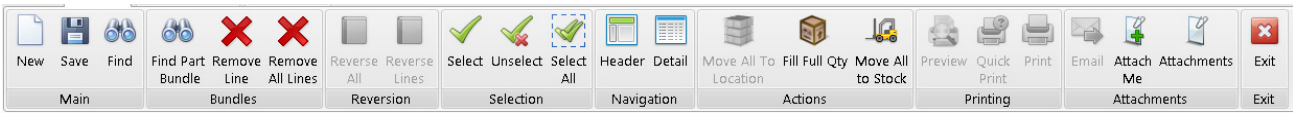


Table 8. Transfer Page Toolbar

Section	Option	Icon	Description
Main	The Main section is described in detail in ..... For Transfers, it is specific to saving, finding and creating the transfer transaction.		
Bundles/ Details	The Bundles section of the toolbar is used to manage the bundles listed for that transfer. Other than the general functions of removing a line and removing all lines, there is the ability to find a part bundle available.		
	Find Part Bundle Alt+		Used to find the part bundles to be transferred. This option brings up the Bundle Line Search page which lists all bundles that have been received.
Reversion/ Display	The Reversion section of the toolbar is used to display		
Selection	The Selection section is described in detail in section x.x.x and is used to make bundle selections found in the detail section of the page.		
Navigation	The Navigation section of the toolbar is used to move focus to different areas of the page.		
Actions	The choices in teh Actions section are specific to the transfer process. The following actions are the options as to how to move the products received.		
	Move All To Location Alt+		

Table 8. Transfer Page Toolbar

Section	Option	Icon	Description
	Fill Full Qty Alt+		
	Move All to Stock Alt+		
Printing	Described in detail in Table x on page y.		
Attachments	Described in detail in Table 9 on page 23.		
Exit	Described in detail in *Table 6* on page 37.		

4.4.1.2 Transfers - Basic Operations

There are a few operations associated with transferring inventory after receiving. The basic process is to:

1. Find the part bundles that have been received that you want to transfer.
2. Select which bundles to transfer from the list.
3. Decide on which action to take: Either move all to a specific location, fill location to the fullest amount, or move all to stock.
4. Save the transfer transaction.

You can then preview, print or email the transfer for record keeping or for communication purposes.

To select bundles to transfer

4.4.2 Inventory Availability

4.4.2.1 Inventory Availability - Toolbar

The Inventory Availability toolbar is where all choices are listed for the user when .... The different sections of the toolbar are ....., and Exit

.

Table 9. Inventory Availability Page Toolbar

Section	Option	Description
Main	The only option available in the main section is Accept.	
	Alt+	.
Navigation	This is a list of all the different filtering options available when viewing the inventory information about a part.	
	Part Alt+	This will give all the information about the given part as to location, status, current and past costs. More details given below
	Warehouse Alt+	This will give a view into a given part by warehouse. For each warehouse, the part information is given just like for Part but by warehouse.
	Warehouse Location Alt+	
	Warehouse Manufacturer Alt+	
	Warehouse Manufacturer Bundle Alt+	

Table 9. Inventory Availability Page Toolbar

Section	Option	Description
	Warehouse Manufacturer Alt+	.
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.	

4.4.2.2 Inventory Availability - Basic Operations

4.4.2.3 Inventory Availability - Field Descriptions

4.4.3 Physical Count

Wikipedia: **Physical inventory** is a process where a business physically counts its entire inventory. A physical inventory may be mandated by financial accounting rules or the tax regulations to place an accurate value on the inventory, or the business may need to count inventory so component parts or raw materials can be restocked. Businesses may use several different tactics to minimize the disruption caused by physical inventory.

Software 4 U provides the tools to facilitate and expedite physical counts as much as possible. Even though, it is still a manual process, there is the ability to scan the goods with a scanner, automating the counting process and automating the entering of the data.

4.4.3.1 Physical Count- Toolbar

4.4.3.2 Physical Count - Basic Operations

4.4.3.3 Physical Count - Field Descriptions

4.4.4 Physical Count Entry

4.4.4.1 Physical Count Entry - Toolbar

4.4.4.2 Physical Count Entry - Basic Operations

4.4.4.3 Physical Count Entry - Field Descriptions

4.4.5 Physical Count Manager

4.4.5.1 Physical Count Manager- Toolbar

4.4.5.2 Physical Count Manager - Basic Operations

4.4.5.3 Physical Count Manager - Field Descriptions

4.4.6 Replenishment Batch

4.4.6.1 Replenishment Batch - Toolbar

4.4.6.2 Replenishment Batch - Basic Operations

4.4.6.3 Replenishment Batch - Field Descriptions

4.4.7 Replenishment List Entry

4.4.7.1 Replenishment List Entry - Toolbar

4.4.7.2 Replenishment List Entry - Basic Operations

4.4.7.3 Replenishment List Entry - Field Descriptions

4.4.8 Replenishment Configuration

4.4.8.1 Replenishment Configuration - Toolbar

4.4.8.2 Replenishment Configuration - Basic Operations

4.4.8.3 Replenishment Configuration - Field Descriptions

4.4.9 Cycle Count

Wikipedia: A **cycle count** is an inventory auditing procedure, which falls under inventory management, where a small subset of inventory, in a specific location, is counted on a specified day. Cycle counts contrast with traditional physical inventory in that a full physical inventory may stop operation at a facility while all items are counted at one time. Cycle counts are less disruptive to daily operations, provide an ongoing measure of inventory accuracy and procedure execution, and can be tailored to focus on items with higher value, higher movement volume, or that are critical to business processes. Cycle counting should only be performed in facilities with a high degree of inventory accuracy (greater then 95%). The purpose of cycle counting is to verify the inventory accuracy and is not an adequate procedure to be used to correct inventory errors.

Software 4 U provides an automated option for cycle counting in order to conduct efficient and accurate cycle counts. After initial configuration as to priority of inventory usage, the system selects which items are to be counted at which locations for which period of time. To facilitate automation, it is best to utilize the mobile devices and barcode scanner options. This allows the counters to automatically identify items via the barcode scanner and enter inventory counts via a keyboard. Software 4U uses ABC and XYZ analysis which identifies the item count frequencies.

4.4.9.1 Cycle Count- Toolbar

4.4.9.2 Cycle Count - Basic Operations

4.4.9.3 Cycle Count - Field Descriptions

4.4.10 Cycle Count Schedule

4.4.10.1 Cycle Count Schedule - Toolbar

4.4.10.2 Cycle Count Schedule - Basic Operations

4.4.10.3 Cycle Count Schedule - Field Descriptions

4.4.11 Cycle Count Adjustment

4.4.11.1 Cycle Count Adjustment - Toolbar

4.4.11.2 Cycle Count Adjustment - Basic Operations

4.4.11.3 Cycle Count Adjustment - Field Descriptions

4.4.12 Cycle Count Manager

4.4.12.1 Cycle Count Manager - Toolbar

4.4.12.2 Cycle Count Manager - Basic Operations

4.4.12.3 Cycle Count Manager - Field Descriptions

4.4.13 Part Stock WH MFR Bundle

4.4.13.1 Part Stock WH MFR Bundle - Toolbar

4.4.13.2 Part Stock WH MFR Bundle - Basic Operations

4.4.13.3 Part Stock WH MFR Bundle - Field Descriptions

4.4.14 Cycle Counter Manager

4.4.14.1 Cycle Count Manager - Toolbar

4.4.14.2 Cycle Count Manager - Basic Operations

4.4.14.3 Cycle Count Manager - Field Descriptions

4.4.15 Cycle Counter Selection

4.4.15.1 Cycle Counter Selection - Toolbar

4.4.15.2 Cycle Counter Selection - Basic Operations

4.4.15.3 Cycle Counter Selection - Field Descriptions

4.4.16 Manage Stockers

The Manage Stockers page is used to add, modify or delete users or workers as stockers to the system. If modifying or adding a stocker, the Stockers page will be displayed and this is where parameters such as which warehouse he/she is assigned, which groups, categories, classes, and parts can be accessed by this stocker.

To access this page, from the **Start** Page, select **Warehouse Management**, then **Manage Stockers**.

This page follows a generic format and is described in detail in the Manage Entity Pages section of the User Interface portion of this document. See *Manage/Search Entity Pages* on page 44.

4.5 Warehouse Operations

The Warehouse Operations module is a main component of inventory management within the Software 4 U system. It is where a user can allocate and manage parts that are outgoing for a sales transaction. This also includes machining a new part in the warehouse along with the labor costs that are associated with machining.

The processes which support Warehouse Operation can be accessed via the Warehouse Operations option located on the Start page. This module is comprised of three sections: Picking, Packing, and Shipping.

Section 1: Picking

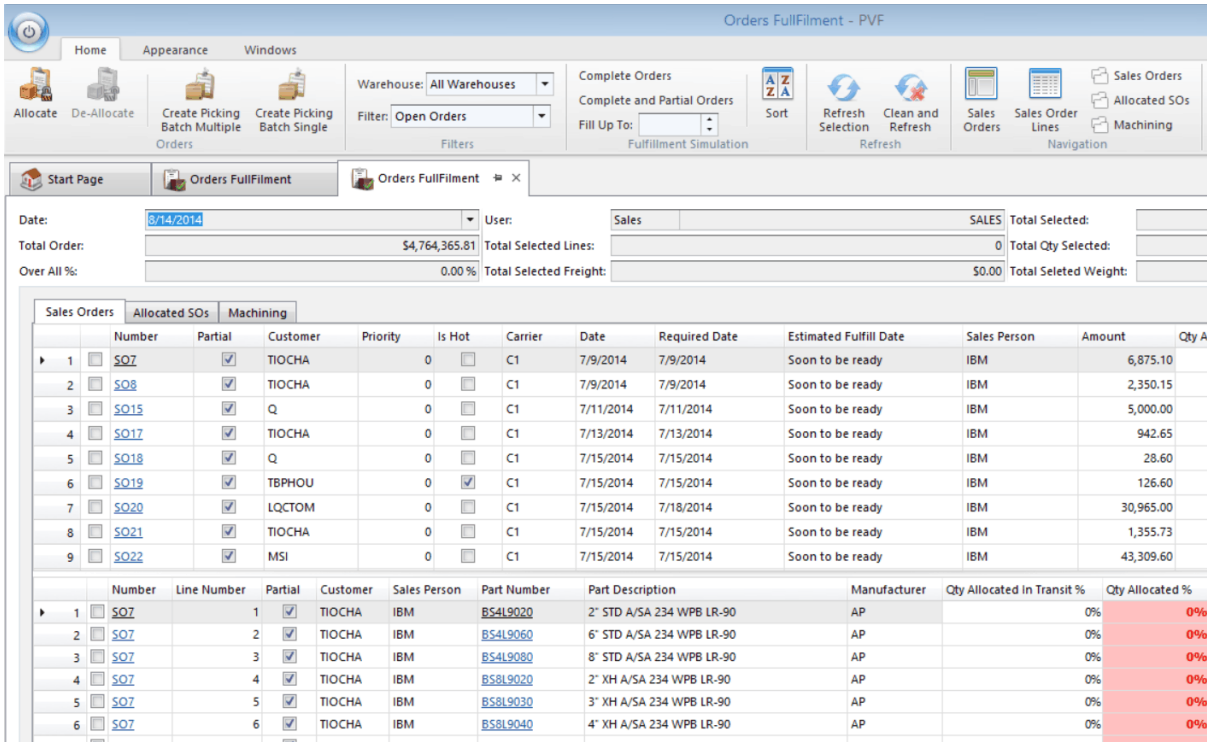
The Picking process includes order fulfillment, picking

4.5.1 Order Fulfillment

The Order Fulfillment page is used to allocate parts for an order and create the picking list for the pickers so the order can be fulfilled. It can be accessed via the Warehouse Operations module located on the Start page.

From the **Start** Page, select **Warehouse Operations**, then **Order Fulfillment**. The **Order Fulfillment** page is opened and is blank.

Figure 10.Order Fulfillment Page


Orders FullFilment - PVF
Home
Appearance
Windows
Allocate
De-Allocate
Create Picking Batch Multiple
Create Picking Batch Single
Orders
Warehouse: All Warehouses
Filter: Open Orders
Filters
Complete Orders
Complete and Partial Orders
Fill Up To:
Fulfillment Simulation
Sort
Refresh Selection
Clean and Refresh
Refresh
Sales Orders
Sales Order Lines
Allocated SOs
Machining
Navigation
Start Page
Orders FullFilment
Orders FullFilment
Date: 8/14/2014
User: Sales SALES
Total Selected:
Total Order: $4,764,365.81
Total Selected Lines: 0
Total Qty Selected:
Over All %: 0.00 %
Total Selected Freight: $0.00
Total Seleted Weight:
Sales Orders
Allocated SOs
Machining
Number Partial Customer Priority Is Hot Carrier Date Required Date Estimated Fulfill Date Sales Person Amount
1 SO7 TIOCHA 0 C1 7/9/2014 7/9/2014 Soon to be ready IBM 6,875.10
2 SO8 TIOCHA 0 C1 7/9/2014 7/9/2014 Soon to be ready IBM 2,350.15
3 SO15 Q 0 C1 7/11/2014 7/11/2014 Soon to be ready IBM 5,000.00
4 SO17 TIOCHA 0 C1 7/13/2014 7/13/2014 Soon to be ready IBM 942.65
5 SO18 Q 0 C1 7/15/2014 7/15/2014 Soon to be ready IBM 28.60
6 SO19 TBPHOU 0 C1 7/15/2014 7/15/2014 Soon to be ready IBM 126.60
7 SO20 LQCTOM 0 C1 7/15/2014 7/18/2014 Soon to be ready IBM 30,965.00
8 SO21 TIOCHA 0 C1 7/15/2014 7/15/2014 Soon to be ready IBM 1,355.73
9 SO22 MSI 0 C1 7/15/2014 7/15/2014 Soon to be ready IBM 43,309.60
Number Line Number Partial Customer Sales Person Part Number Part Description Manufacturer Qty Allocated In Transit % Qty Allocated %
1 SO7 1 TIOCHA IBM BS4L9020 2" STD A/SA 234 WPB LR-90 AP 0% 0%
2 SO7 2 TIOCHA IBM BS4L9060 6" STD A/SA 234 WPB LR-90 AP 0% 0%
3 SO7 3 TIOCHA IBM BS4L9080 8" STD A/SA 234 WPB LR-90 AP 0% 0%
4 SO7 4 TIOCHA IBM BS8L9020 2" XH A/SA 234 WPB LR-90 AP 0% 0%
5 SO7 5 TIOCHA IBM BS8L9030 3" XH A/SA 234 WPB LR-90 AP 0% 0%
6 SO7 6 TIOCHA IBM BS8L9040 4" XH A/SA 234 WPB LR-90 AP 0% 0%

When selected, the Orders Fulfillment page is opened and the **Sales Order** tab is in focus. The header section includes information about sales orders, lines selected, the date to sort by, and some totals. The **Sales Order** tab lists all sales orders and all lines or parts for each sales order. There are two tables within the **Sales Order** tab which contain this information as shown above.

4.5.1.1 Order Fulfillment - Toolbar

The Orders Fulfillment toolbar is where all choices are listed for the user when fulfilling an order and managing sales orders. The different sections of the Orders

Fulfillment toolbar are Orders, Fulfillment Simulation, Refresh, Grids, Navigation, and Exit.

Table 10. Orders Fulfillment Page Toolbar

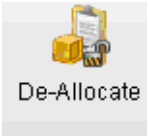
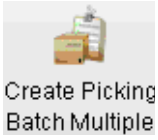
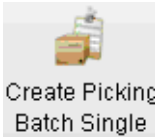
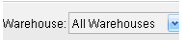
Section	Option	Icon	Description
Orders	The Orders section of the toolbar of the Orders Fulfillment page is where the main actions of allocation, de-allocation, and creating picking batch/batches will take place.		
	Allocate Alt+A		This action is selected to allocate an order for picking/packing/shipping.
	De-Allocate Alt+D		This action is selected to reverse allocation, that is, de-allocate an order.
	Create Picking Batch Multiple Alt+X		This action is used to create a picking batch for multiple sales orders.
	Create Picking Batch Single Alt+Z		This action is used to create a picking batch for one sales order.
Filters	The Filters section of the toolbar is used to display desired results through a selection of filter criteria.		
	Warehouse: Alt+W		This option is used to show all orders in the warehouse(s) selected.
	Filter: Alt+F		This option is used to narrow down search results by filtering by the type of order such as Open Orders, Hot Orders, Partial Orders, etc.
Fulfillment Simulation	The Filters section of the toolbar is used to display desired results through a selection of filter criteria.		
	Complete Orders Alt+O		This action is used to allocate all complete orders eligible in Sales Order cue.

Table 10. Orders Fulfillment Page Toolbar

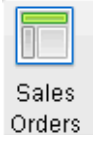
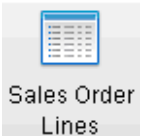
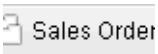
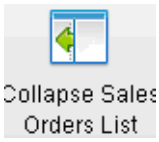
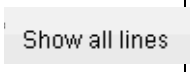
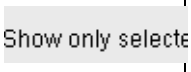
Section	Option	Icon	Description
	Complete and Partial Orders Alt+P		This action is used to allocate all complete and partial orders eligible in Sales Order cue
	Fill Up To: Alt+U		This action is used to consume desired percentage of stock (???)
	Sort Alt+L		This action will display the Sort Field page and is used to sort the Sales Order Lines grid based on any of the columns listed.
Refresh	The Refresh section of the toolbar is used to update information for the page and view the most recent data.		
	Refresh Selection Alt+R		This action is used to refresh the page, displaying the most up-to-date information based on the filtering selected.
	Clean and Refresh Alt+C		This action is used to delete unnecessary information and refresh page.
Navigation	The Navigation section of the toolbar is used to move focus to different areas of the page.		
	Sales Order Alt+1		Selecting this option will move focus to the grid in the middle section of the page. The information that this contains is dependent on the tab currently selected.
	Sales Order Lines Alt+2		Selecting this option will move focus to the Sales Order Lines grid in the lower portion of the page. It includes details about each line for each sales order.
	Sales Order (tab) Alt+3		Selecting this option will move focus to the Sales Order tab.

Table 10. Orders Fulfillment Page Toolbar

Section	Option	Icon	Description
	Allocated SOs Alt+4		Selecting this option will move focus to the Allocated SOs tab.
	Machining Alt+5		Selecting this option will move focus to the Machining tab.
Display	The Display section of the toolbar is used to modify the way the data is presented on the Orders Fulfillment screen.		
	Collapse/Expand Sales Orders List Alt+6		Selecting Collapse will remove the Sales Order lines from your view of the page. Selecting Expand will cause the Sales Order lines to be displayed on the page again.
	Swap Order Grids Alt+7		This action changes the arrangement of the grids from top/bottom to left/right and vice-versa.
	Show All Lines Alt+8		This action shows all sales lines available for the sales order(s) selected.
	Show Only Selected Lines Alt+9		This action restricts view to only those sales lines that are currently selected.
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.5.1.2 Order Fulfillment - Basic Operations

Below is a list of the basic operations available on the Order Fulfillment page:

- Allocate one or more sales order(s)
- De-allocate one or more sales orders(s)
- Create a picking batch

Here are step by step procedures for each operation listed above:

Allocate one or more Sales Order(s):

A sales order can only be allocated if the entire inventory that is listed on the sales order is available. Sales orders can be partially allocated while waiting for inventory to be received.

1. Select one or more sales orders and/or one or more sales order lines by clicking on the box to the left of the line.
2. Select **Allocate** (**Alt+X**).

   The **Quantity Allocated %** column will be updated for each line successfully allocated.

   When all lines are at 100%, the sales order is allocated and moved to the Allocated SO's list in the **Allocated SO's** tab.

De-allocate one or more Sales Order(s):

The reason a sales order is de-allocated is because ….

1. Go to the **Allocated SOs** tab if you are not already there.
2. Select one or more sales orders and/or one or more sales order lines by clicking on the box to the left of the line.
3. Select **De-Allocate** (**Alt+X**).

   The sales order is de-allocated and moved to the Sales Order list in the **Sales Order** tab.

Create a Picking Batch

A picking batch is created to group products to be picked based on location and what item is being picked. A picking batch can include one or more sales orders and usually is made up of one or more picking lists.

1. Select one or more sales orders and/or sales lines from the **Sales Order** tab or the **Allocated Sales Order** tab.
2. Select **Create Picking Batch Single** to create ….
3. Select **Create Picking Batch Multiple** to create…

One picking batch may be broken into different picking lists based on where the parts are and which packing station is used. So, creating a picking batch will create one or more picking lists.

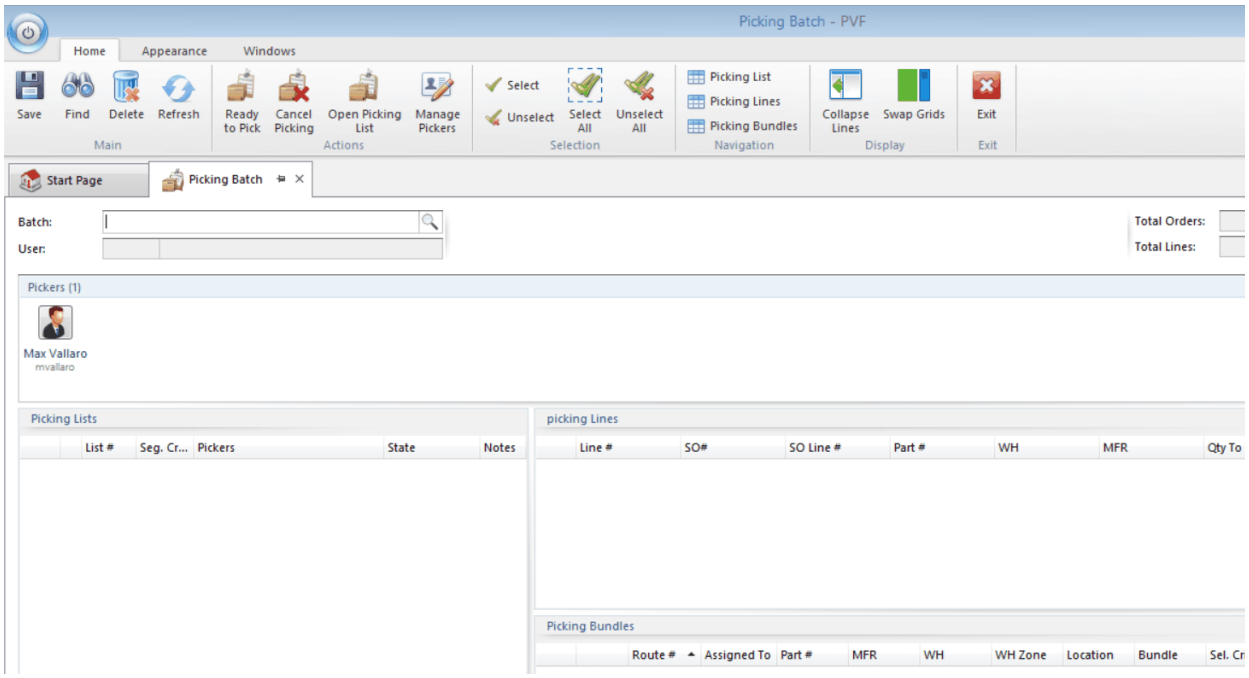
4.5.1.3 Order Fulfillment - Field Descriptions

4.5.2 Picking Batch

Once an allocation is made, a picking batch can be generated. The Picking Batch page handles the picking batch which is a group of picking lists, grouped by selection and segregation criteria. It can be accessed via the Warehouse Operations module located on the Start page.

From the **Start** Page, select **Warehouse Operations**, then **Picking Batch**. The **Picking Batch** page is opened and is blank.

Figure 11.Picking Batch Page



Once opened, the picking batch page includes header information and details about the pickers, picking lists, lines, and bundles within the batch. The header information includes the general information for a batch including, the user that created the picking batch, the total orders in the batch, the total lines for within the batch , total quantity in the batch, and the total price tagged with the batch.

4.5.2.1 Picking Batch - Toolbar

The Picking Batch toolbar is where all choices are listed for the user when working with a picking batch. The different sections of the Picking Batch toolbar are Main, Actions, Grids, Selections, and Exit.

Table 11. Picking Batch Page Toolbar

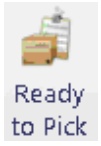
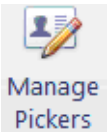
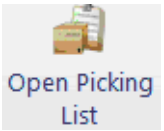
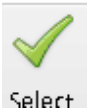
Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Picking Batch page this information is specific to saving, deleting, and finding a picking batch. The Main section of the toolbar on the Picking Batch page also includes the following options		
Actions	The choices in the Actions section of the toolbar on the Picking Batch page are specific to the picking process, including managing the pickers.		
	Ready to Pick **Alt+P**		When a picker has been assigned to a loaded picking batch and it is ready to be picked, select this option to flag that it is ready to be picked so the picker can start the picking process.
	Cancel Picking **Alt+C**		This action is used to cancel the ready to pick flag.
	Manage Pickers **Alt+M**		This action will bring up the Manage Pickers page and is used to add, delete or modify pickers.
	Open Picking List **Alt+O**		This action will open the Picking List page and load all data about the picking list selected.
Selection	The Selection section of the toolbar is described in detail in xxxxxxx:		
	Select **Alt+T**		This option selects the one line or picking list that is in focus or where the cursor is positioned.
	Unselect **Alt+Y**		This option de selects the one item or picking list that is in focus or where the cursor is positioned.

Table 11. Picking Batch Page Toolbar

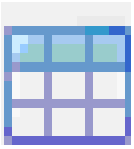
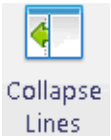
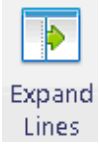
Section	Option	Icon	Description
	Select All **Alt+A**		This option selects all items or picking lists.
	Unselect All **Alt+U**		This option de-selects all items or picking lists.
Navigation	In addition to Header and Detail, as described in Table 7, the Navigation section of the toolbar has the following options:		
	Picking List **Alt+1**		This option moves the focus to the Picking List grid.
	Picking Lines **Alt+2**		This option moves the focus to the Picking Lines grid.
	Picking Bundle **Alt+3**		This option moves the focus to the Picking Bundle grid.
Display	The Grids section of the toolbar is available on those pages where there is more than one grid to be viewed. This section of the toolbar will help you navigate and manage the grids displayed on the page. For the picking batch page this includes the following:		
	Collapse Lines **Alt+4** Toggles with: Expand Lines **Alt+4**	 	This option removes the Picking Lines grid from the page view. This option puts the Picking Lines grid back in view on the page.
	Swap Grids **Alt+5**		This option changes the view of the grids from horizontal to vertical and vice-versa.

Table 11. Picking Batch Page Toolbar

Section	Option	Icon	Description
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.5.2.2 Picking Batch - Basic Operations

Below is a list of the basic operations available on the picking batch page:

- Assign picker(s) to a picking list
- Set picking list as ready to pick

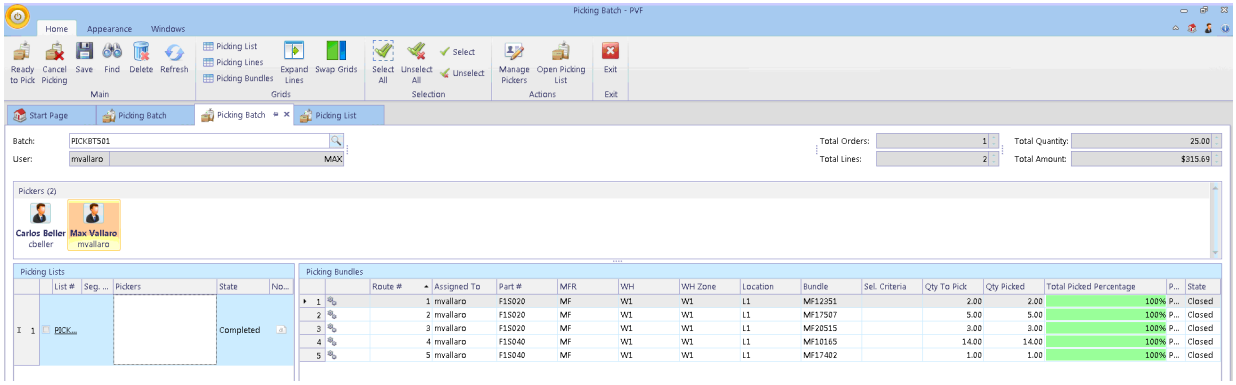
Here are step by step procedures for each operation listed above:

Assign Picker(s) to a picking list:

The user that does this is typically the warehouse manager or dispatcher. Once the picking batch is loaded onto the page that is to be worked on, you will need to assign one or more pickers to each picking list within the picking batch. To do this, simply drag and drop the user into the **Picker** column for each pick list. More than one user can be selected as a picker.

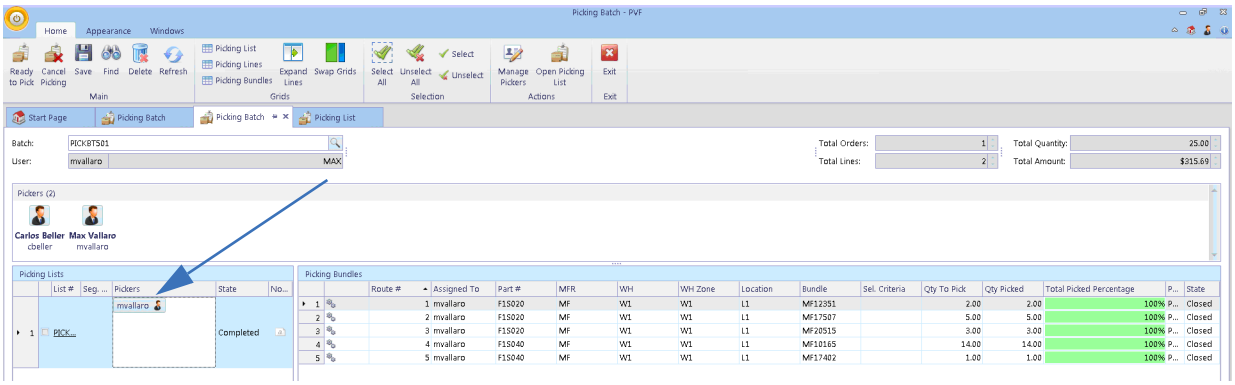
1. Left click and hold the user that you want to use as a picker.

Figure 12. Left-click and Hold



2. While still holding down the left button, drag the user to the pick list that he is to work on.

Figure 13. Drag to list



3. Repeat steps 1 and 2 for each picker to be assigned and for each picking list being assigned.
4. Save your assignments by selecting **Save** in the Main section of the toolbar (**Alt+S**).

   A message will appear stating the picking batch was modified successfully.
5. Press **OK** to continue.

You now need to let the system know that the picking lists within the picking batch are ready to be picked by the pickers. This basically releases the jobs to the pickers.

Set Picking Lists as Ready to Pick:

To set the picking lists as ready to be picked by the pickers, make sure you have opened the picking batch and assigned pickers to the picking list(s). The state of the picking list will be "Created".

1. Select the picking list by clicking the box to the left of one or more picking lists or by using the selection options in the toolbar.
2. Select **Ready to Pick** from the toolbar (**Ctrl B**) to flag that the picking lists are ready to be picked by the pickers.

The state of the picking lists will be **Ready to Pick**. The pickers will now get the job to pick the picking lists.

4.5.2.3 Picking Batch - Field Descriptions

4.5.3 Picking List Entry

The Picking List Entry page is where the user (a picker) handles the picking lists, documenting how much he picked for each bundle, or choosing alternative bundles to fulfill the picking lists. It can be accessed via the Warehouse Operations module located on the Start page.

From the **Start** Page, select **Warehouse Operations**, then **Picking List Entry**. The **Picking List Entry** page is opened and is blank.

Note: Even though this page is available to enter information about the picking lists, this function will typically be done on the floor by the warehouse operators (pickers) utilizing a mobile device, the mobile app, and a scanner. To read documentation about the mobile app and how to use it, refer to section XXXX. However, details about this page are explained here for completeness.

Once opened, the picking list entry page includes some header information and details about the route for each line within the picking lists. The header information includes information about a picking list including the picker assigned, the picking date, the state of the picking list, the specific properties of the picking list, and specific properties about the picker assignment.

4.5.3.1 Picking List Entry - Toolbar

The different sections of the Picking List Entry toolbar are Main, Actions, Navigation, and Print.

Table 12. Picking List Entry Page Toolbar

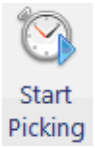
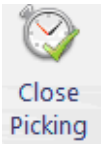
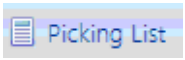
Section	Option	Icon	Description
Main	The Main section of the toolbar on the Picking List Entry page is described in detail in *Table 6* on page 37. On the Picking List Entry page this information is specific to saving and finding a picking list.		
Actions	The choices in the Actions section of the toolbar on the Picking List Entry page are specific to working with a picking list. As stated above, this is typically done via a mobile device but can also be handled through the software directly.		
	Start Picking **Alt+B**		This option is selected to indicate to the system that the picking process has started for the picking list loaded.
	Stop Picking **Alt+T**		This option is selected to indicate to the system that the picking process has stopped temporarily for the picking list loaded.

Table 12. Picking List Entry Page Toolbar

Section	Option	Icon	Description
	Finish Picking **Alt+N**		This option is selected to indicate to the system that the picking process has been completed for the picking list loaded.
	Cancel Picking **Alt+C**		This option is selected to indicate to the system that the picking process has been canceled for the picking list loaded.
Navigation	The Navigation section of the toolbar on the Picking List Entry page will help you navigate and manage the data displayed on the page. For the picking list entry page this includes the following:		
	Picking List **Alt+1**		Selecting this option will move focus to the **Picking List** field in the header section.
	Picking Bundles **Alt+2**		Selecting this option will move focus to the **Route** grid in the lower portion of the page. It includes details about the bundles and the route to take to pick.
Print	The Print section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed or previewed from the Picking List Entry page is the actual Picking List.		

4.5.3.2 Picking List Entry - Basic Operations

Below is a list of the basic operations available on the Picking List Entry page:

- Perform the picking process

Here are step by step procedures for each operation listed above:

Perform the picking process:

The following steps are to be followed while performing the actual picking of the products from the floor/warehouse to bring to the packing station. This is to provide a status of what has been done and the current state of the picking process.

1. Open a Picking List.
2. Click **Start Picking** (**Alt+X**).

3. Enter data about picking. For each line, you must enter the **Quantity Picked**.

   The **Picked %** column will be updated with the percentage picked.
4. You can also enter **Notes** about the line.
5. Click **Stop Picking** (**Alt+X**) if you need to pause the picking process for this list.
6. Save at any point by clicking **Save** (**Alt+S**).
7. After all parts have been picked at the 100% level, the window will display 100% in **Total Progress** and **Picker Progress** and you can then close the picking process by clicking **Finish Picking** (**Alt+X**).
8. After closing, the system will confirm that you want to close. If you do and there are no errors or problems, click **Ok**.

   A successful close message will display. Once closed, you cannot make changes to the picking list.

The picked items are ready to be packed and loaded at the assigned packing station.

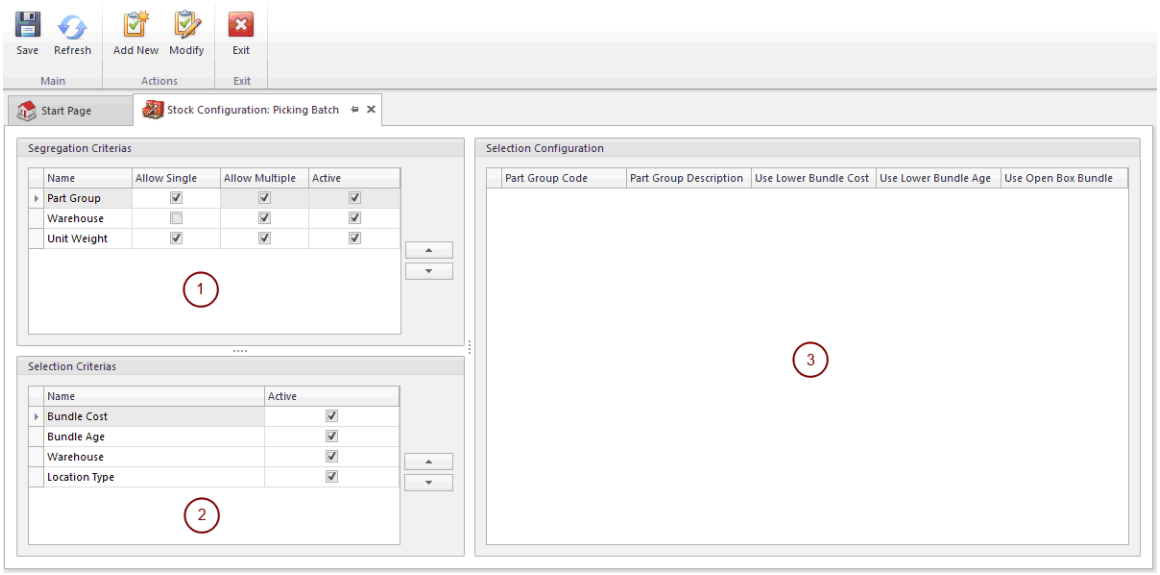
4.5.3.3 Picking List Entry - Field Descriptions

4.5.4 Picking Configuration

The Picking Configuration page is used by the warehouse manager or the system administrator to configure the different steps of the picking process in order to fulfill the business requirements of different types of companies. It is the entry point to configure the picking process as explained in Section x.x.x. The picking process has four different criteria that it uses to decide how to pick and what to use as a priority when picking.

From the **Start** Page, select **Warehouse Operations**, then **Picking Configuration**. The **Picking Configuration** page is opened and is blank.

Figure 14.Picking Configuration Page



To explain the different aspects of the picking configuration process, let's look at the three components of this page:

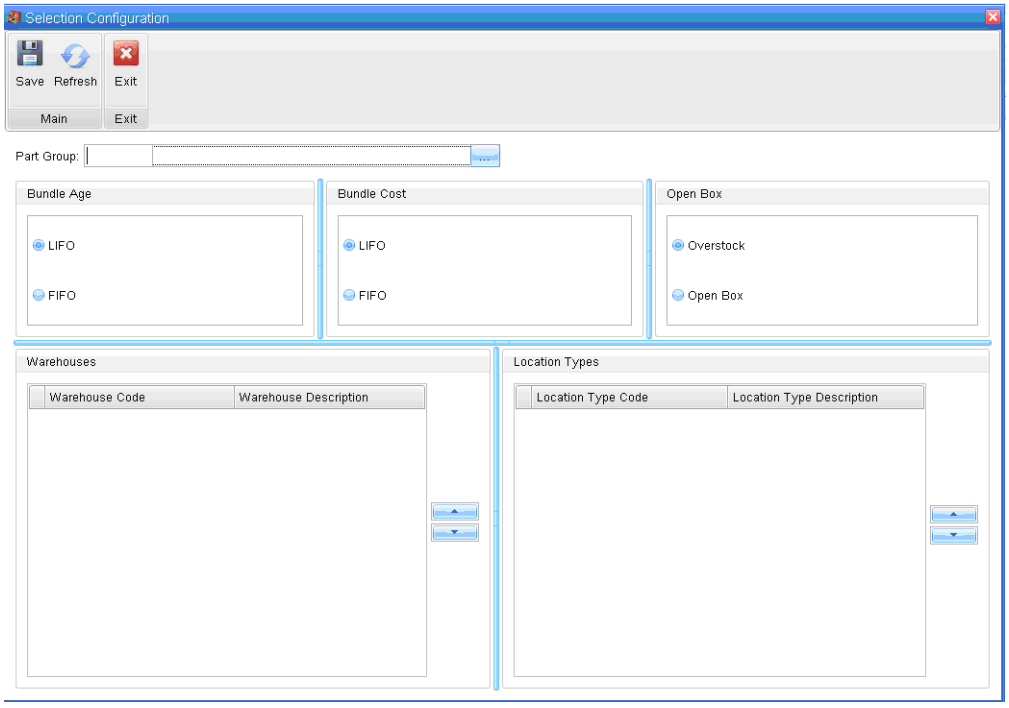
1. **Segregation Criteria**: On this grid, the user can configure how the Line Segregation will be executed. For example, when picking you may want to separate sales order lines based on the part group. For instance, all the pipes will be one group, all the fittings another group, etc. Then you may want to segregate those groups by warehouse, if some of the lines are targeted for different warehouses. The up and down arrow allows the user to set the priority of each criteria.
    - **Allow single**: Indicates if the segregation criteria will be executed when a single order is send to pick.
    - **Allow multiple**: Indicates if the segregation criteria will be executed when various sales orders are send to pick.
    - **Active**: Indicates if the criteria is active or not. If not, neither the "allow single" nor the "allow multiple" options will work.

2. **Selection Criteria**: On this grid, the user can configure how Stock Selection will be executed. This process selects the right goods to supply an order. The process takes into account each sales order line, and searches for the best goods. This process is highly configurable because each business can have very different objectives when deciding which goods are better. For example, I may want to choose first older parts, then the more expensive, first take in account the goods inside the warehouse, and then the ones outside. Also, this configuration is individual for each type of part groups (pipes, flanges, fittings, valves). With the up and down arrow, the user can choose the execution order.

3. In this grid, the selection configuration for each part group will be listed. To create or edit a selection configuration for a given part group, the user must press **Add New** or **Modify**.

   If you select **Add New** or **Modify**, the Selection Configuration page is displayed:

Figure 15.Selection Configuration Page



On this page, each selection criteria can be configured individually.

- **Bundle Age**: Indicates if the bundle should be ordered from oldest to newest (ascendant) or newest to oldest (descendant).
- **Bundle Cost**: The same as the previous point, but taking in account the cost, order from least to most expensive (ascendant), or most to least expensive (descendant).

- **Open Box**: Indicates if "open box" locations have more priority to pick than "overstock" or "closed" locations. Overstock or closed box locations are locations with closed boxes, and open box locations contain goods to manually pick without opening bundle boxes.
- **Warehouses**: Indicates the warehouse priority, moving up and down the warehouses.
- **Location types**: Similar to point 4. Indicates the priority of each location type.

4.5.4.1 Picking Configuration - Toolbar

The toolbar for the Picking Configuration page contains basic options to modify and save part groups and criteria for selecting and segregating the part groups. A part group is a way to categorize parts by type. For example, pipes, valves, fittings, and flanges are each considered a part group.

The different sections of the toolbar on the Picking Configuration page are Main and Actions.

Table 13. Picking Configuration Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detailed in *Table 6* on page 37. On the Picking Configuration page this information is specific to saving and refreshing the the current settings on the page.		
Actions	The choices in the Actions section of the toolbar on the Picking Configuration page are basically to add or modify a Part Group.		
	Add New **Alt+**		This action is used to add a new part group with settings specific to it. The Selection Configuration Page is loaded to make the options.
	Modify **Alt+**		This action is used to modify an existing part group and the settings specific to it. The Selection Configuration page is loaded to make the changes.

4.5.4.2 Picking Configuration - Basic Operations

Below is a list of the basic operations available on the purchase order page:

- Set segregation criteria
- Set selection criteria
- Add a new part group

- Modify an existing part group

Here are step by step procedures for each operation listed above:

Set segregation criteria:

1. On the Picking Configuration page, for each item listed in the Segregation Criterias grid, set criteria for what is allowed and indicate if it is an active setting or not:
    - Select **Allow Single** to indicate that the segregation criteria should be used when a single sales order is sent to be picked.
    - Select **Allow Multiple** to indicate that the segregation criteria should be executed when multiple sales orders are sent to be picked.
    - Select **Active** to indicate whether or not the criteria is on or not.
2. Set the priority of the segregation criteria. Use the up and down arrow keys to set the priority. For example move **Part Group** first, then **Unit Weight** and then **Warehouse** to have the system use the part group criteria first, then weight criteria, and then warehouse criteria when picking goods.

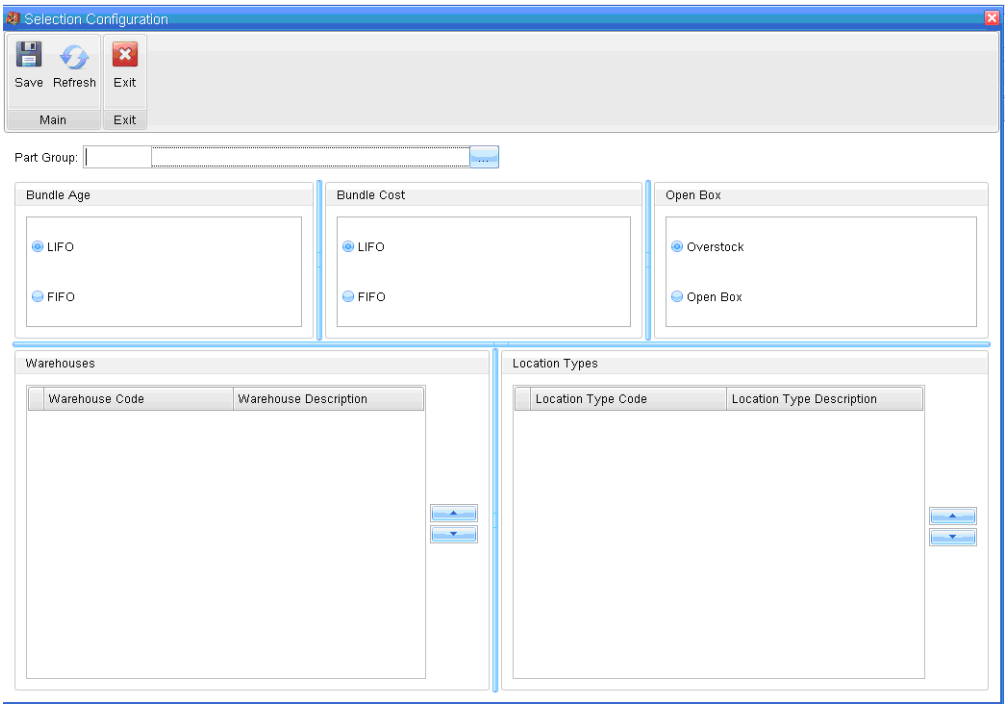
Set selection criteria:

On the Picking Configuration page, in the Selection Criteria grid, set criteria for how the parts are selected to fulfill a picking order. Simply set the priority by using the up and down arrow keys to the right of the grid.

Add a new part group:

1. From the Picking Batch Configuration page, select **Add New** from the toolbar. The Selection Configuration page is displayed.

Figure 16.Selection Configuration page



2. Enter a new **Part Group** code in the **Part Group** field. This is typically 4-10 characters but can be as many as 50 characters.
3. Enter a description for the new **Part Group** in the text field to the right of the code.
4. Select **LIFO** (last in, first out or descending) or **FIFO** (first in, first out or ascending) for **Bundle Age** option. This indicates how the bundle(s) should be picked.
5. Select **LIFO** or **FIFO** for **Bundle Cost** option. This indicates the cost of the bundle from least to most expensive or vice versa.
6. Select **Overstock** or **Open Box** for the **Open Box** option.This indicates if open box locations have more priority to pick from than overstock or closed locations. An overstock or closed box location are locations with all closed (unopened) boxes.
7. Set the priority for **Warehouses**. To do this, use the up and down arrows to move the priority of each warehouse up or down.
8. Set the priority for **Location Types**. To do this, use the up and down arrows to move the priority of each location type up or down.
9. Select **Save** to save the new part group.
10. Select **Exit without Save** to cancel.

Modify an existing part group:

The steps to modify an existing part group is the same as when a part group is added except you will need to find and accept which part group you want to modify using the search options and then selecting Accept.

4.5.4.3 Picking Configuration - Field Descriptions

4.5.5 Manage Pickers

The Manage Picker page is used to add or delete users or workers as pickers to the system. You can also edit information about a picker here. Any user assigned as a picker can be assigned to pick.

To access this page, from the **Start** Page, select **Warehouse Operations**, then **Manage Pickers**.

The Manage Picker page follows a generic format and is described in detail in the Manage Entity Pages section of the User Interface portion of this document. See *Manage/Search Entity Pages* on page 44.

Section 2: Packing

4.5.6 Packing Station Monitor

The Packing Station Monitor page allows the user to observe the status of each packing station in all the warehouses. Each rectangle represents a packing station, and from here the warehouse manager or a dispatcher can assign users (packers) to the packing station to start packing a packing list order. For each packing station, in the upper right corner, the state of that packing station is listed as Occupied, Free, Ready, or Packing.

From the **Start** Page, select **Warehouse Operations**, then **Packing Station Monitor**.

The Packing Station Monitor page lists the packing stations per warehouse along with the list of available users that are packers.

4.5.6.1 Packing Stations Monitor - Toolbar

The different sections of the toolbar on the Packing Stations Monitor are Main, Actions, Display, and Filters.

Table 14. Packing Stations Monitor Toolbar

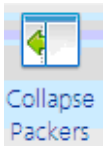
Section	Option	Icon	Description
Main	The Main section of the toolbar on the Packing Station Monitor page only contains **Save** to save changes and **Refresh** to refresh the page to pull the state of the stations since the last save.		
Actions	The only action available in the Actions section of the toolbar on the Packing Station Monitor page is **Manage Packers**.		
	Manage Packers **Alt+M**		This action will bring up the Manage Packers page which will provide the user with the chance to add, delete or modify packers.
Display	The Display section of the toolbar is available on those pages where there is more than one grid to be viewed. This section of the toolbar will allow you to display the grid(s) that you want to view on the page. For the Packing Stations Monitor this includes the following:		
	Collapse Packers **Alt+1** Toggles with: Expand Packers **Alt+1**		The option removes the list of packers displayed on the page. This options puts the list of packers back in view on the page.

Table 14. Packing Stations Monitor Toolbar

Section	Option	Icon	Description
	Swap Grids **Alt+2**		This option changes the view of the grids from horizontal to vertical and vice-versa.
Filters	The Filters section of the toolbar is described in detail in ?????. The only filtering provided on the Packing Stations Monitor is by **Warehouse**.		

4.5.6.2 Packing Stations Monitor - Basic Operations

Below is a list of the basic operations available on the Packing Station Monitor page:

- Assign a packer to a packing station
- De-assign or remove a packer from a packing station
- Create a purchase order from an existing purchase order:
- Filter by warehouse
- Manage packers

Here are step by step procedures for each operation listed above:

Assign a packer to a packing station:

The user that does this is typically the warehouse manager or dispatcher. Packers need to be assigned to each Packing Station. Packers can only be assigned to a packing station when the status of the packing list is either ready to pack or being packed. This will be displayed in the upper right corner of each packing station box with the word "Ready" or "Packing".

1. Left click and hold on the user/packer to assign.
2. Drag the user icon from the list of users and drop the icon into the **Packing Station** box.
3. Click **Save** to save the assignment (**Alt+S**).

To De-assign or remove a packer from a packing station:

1. Left click the packer in the **Packing Station** box to remove him from the packing station.

   This will remove the assignment.
2. Click **Save** save the change (**Alt+S**).

Filter by Warehouse

You can view packing stations for all warehouses or just one warehouse. To do this:

1. Click on the drop down box labeled **Warehouse** in the Filter section of the toolbar.
2. Select **All Warehouses** or a specific warehouse.

Note: This will cause only the packing stations for the warehouses selected to be displayed. If all is chosen, depending on your screen size, all of the warehouses may not be displayed. To view them, left click and hold the far right side of the screen and then move the mouse to the left to scroll through the packing stations.

Manage Packers

There are times when users need to be added as a packer, deleted as a packer or details about a current packer needs to be changed. To work on the packer assignments, click **Manage Packers** from the Actions section of the toolbar (**Alt+M**). This will bring up the Manage Packers page. This page operates in the same manner as the Manage Pickers page. See *Manage Pickers* on page 94 for details.

4.5.7 Packing List Entry

The Packing List Entry page allows the user (a packer) to work on a packing list, verifying the bundles, and packing the bundles into boxes, pallets, etc. It can be accessed via the Warehouse Operations module located on the Start page.

From the **Start** Page, select **Warehouse Operations**, then **Packing List Entry**. The **Packing List Entry** page is opened and is blank.

Note: Even though this page is available to enter information about the packing lists, this will typically be done on the floor by the warehouse operators (packers) utilizing a mobile device, the mobile app, and a scanner. To read documentation about the mobile app and how to use it, refer to XXXXXXX. However, details about this page are explained here for completeness.

Once opened, the packing list entry page includes some header information and details about each bundle within the packing list. The header information includes information about a packing list including the packing station, the packer assigned, the state of the packing list, the customer, the carrier, the shipping method, the specific properties of the packing list, and specific properties about the packer assignment.

4.5.7.1 Packing List Entry - Toolbar

The different sections of the toolbar on the Packing Stations Monitor are Main, Actions, Navigation, and Print.

Table 15. Packing List Entry Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar on the Packing List Entry page is described in detail in *Table 6* on page 37. On the Packing List Entry page this information is specific to saving and finding a packing list and refreshing the page as needed.		
Actions	The choices in the Actions section of the toolbar on the Packing List Entry page are specific working with a packing list. As stated above, this is typically done via a mobile device but can also be handled through the software directly.		
	Start Packing **Alt+N**		This option is selected to indicate to the system that the packing process has started for the packing list loaded.
	Stop Packing **Alt+H**		This option is selected to indicate to the system that the packing process has stopped temporarily for the packing list loaded.

Table 15. Packing List Entry Page Toolbar

Section	Option	Icon	Description
	Finish Packing **Alt+G**		This option is selected to indicate to the system that the packing process has been completed for the packing list loaded.
	Cancel Packing **Alt+C**		This option is selected to indicate to the system that the packing process has been canceled for the packing list loaded.
Navigation	The Navigation section of the toolbar on the Packing List Entry page will help you navigate and manage the data displayed on the page. For the packing list entry page this includes the following:		
	Packing List **Alt+1**		Selecting this option will move focus to the **Packing List** field in the header section.
	Packing Bundles **Alt+2**		Selecting this option will move focus to the **Bundle Verification** grid in the lower portion of the page. It includes details about the bundles on the packing list.
Print	The Print section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed or previewed from the Packing List Entry page is the actual Packing List.		

4.5.7.2 Packing List Entry - Basic Operations

Below is a list of the basic operations available on the Packing List Entry page:

- Open a packing list
- Pack merchandise

Here are step by step procedures for each operation listed above:

Open a packing list

To open or load a packing list, enter the number directly into the **Order Number** field, search for the packing list, or pull up the current packing list(s).

Pack merchandise

The user that does this is typically the packer. There are two steps in the packing process. The first step is the Bundle Verification and the second step is the Bundle Packing. Both of these steps have to occur for the packing to be 100% complete.

1. Click **Start Packing** (**Alt+N**) to indicate you are starting the packing process. This will enable the **Verification** and **Packing** fields on the page.
2. Verify Bundles

   2a. Open the **Bundle Verification** tab if it is not already open by clicking the tab or selecting **Packing List** from the toolbar.

   2b. Physically verify that the heat number on the packing bundle matches the heat numbers for each part. (Trainers - assume correct)

   2c. Once verified physically, mark the packing bundles/line as **Is Verified** by either clicking the box for that line in the **Is Verified** column or by pressing the **Space** bar on your keyboard to toggle the field **On** (checked) or **Off** (not checked).

   2d. When all packing bundles/lines are marked verified, the **Total Progress** and **Packer Progress** fields will indicate progress at 50%...the packing is 50% complete at this point.
3. Pack Bundles:

   3a. Open the **Bundle Packing** tab, if it is not already open, by clicking the tab or selecting **Packing Bundles** from the toolbar.

   3b. Build packages:

   - Click the **Add New** box for each type of package to be used for this packing list. The choices are **Box**, **Pallet**, or **Crate**.
   - Select the package to build by clicking the down arrow on the **Package** drop down list and then selecting the package in the list.
   - Select the parts to put in the package selected by clicking the little box to the left of the part.
   - Click the right arrow button to move the parts to the package section on the right.

When all the bundles are packaged, the **Total Progress** and **Packer Progress** will show 100% complete and all bundles will move from the left to the right side of the page.

4. Click **Stop Packing** (**Alt+**) to pause the packing process for this list.
5. Click **Finish Packing** (**Alt+X**) to indicate you are finished with the packing process.
6. Click **Cancel Packing** (**Alt+C**) to completely cancel work done on the packing list.

When packing is complete, that is, when the **Total Progress** field shows 100%, and you have clicked the **Close Packing** icon, then the packing lists can be created and printed.

4.5.8 Manage Packing Stations

The Manage Packing Stations page is used to add or delete packing stations. You can also edit the information for a packing station including the description, monitor, part group, warehouse and warehouse zone assigned to the packing station.

From the **Start** Page, select **Warehouse Operations**, then **Manage Packing Stations**. The **Manage Packing Stations** page is opened and is blank.

The Manage Packing Stations page is described in detail in the Manage Entity Pages section of the User Interface portion of this document. See *Manage/Search Entity Pages* on page 44. You can filter the list of packing stations displayed by **Warehouse Zone**, **Warehouse** and/or **Part Group** in the header section of the page.

4.5.9 Manage Packer

The Manage Packer page is used to add or delete users or workers as packers to the system. You can also edit information about a packer here. Any user assigned as a packer can be assigned to pack.

To access this page, from the **Start** Page, select **Warehouse Operations**, then **Manage Packers**.

The Manage Packer page follows a generic format and is described in detail in the Manage Entity Pages section of the User Interface portion of this document. See *Manage/Search Entity Pages* on page 44.

Section 3: Shipping

4.5.10 Shipping Order

The Shipping Order page allows a packer or an administrative user to create a shipping order, selecting from a packing list, and adding a tracking number to it. Once the carrier confirms the shipping, the user must "complete the order", to continue the process.

From the **Start** Page, select **Warehouse Operations**, then **Shipping Order**. The **Shipping Order** page is opened.

Once opened, the Shipping Orders page includes some general information about a shipping order and details about the packages getting prepared to ship. The general information found in the header section includes information about a shipping order including the tracking number and all details about the shipping for this order.

4.5.10.1Shipping Order - Toolbar

The Shipping Order Toolbar is where all choices are listed for the user when working with a shipping order. The different sections of the Shipping Order Toolbar are Main, Actions, Selection, and Packages.

Table 16. Shipping Order Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Shipping Order page this information is specific to creating a new shipping order, or saving and finding an existing shipping order, and refreshing the page as needed.		
Actions	The choices in the Actions section of the toolbar on the Shipping Order page are specific to working with a shipping order. As stated above, this is typically done via a mobile device but can also be handled through the software directly. These actions include the following:		
	Open Packing List **Alt+O**		This option is used to open the Packing List search page so that a packing list can be selected.
	Complete Order **Alt+C**		This option is selected to let the system know the order is complete and ready to be shipped.
Selection	The Selection section of the toolbar is described in detail in XXXXX.		
Packages	The choices in the Packages section of the toolbar on the Shipping Order page are specific to working with a shipping order. As stated above, this is typically done via a mobile device but can also be handled through the software directly. These actions include the following:		

Table 16. Shipping Order Page Toolbar

Section	Option	Icon	Description
	Remove **Alt+X**		This option is used to remove one package from the shipping order as listed in the **Packages** grid for this order.
	Remove All **Alt+Z**		This option is used to remove all packages from the shipping order as listed in the **Packages** grid for this order.

4.5.10.2Shipping Order - Basic Operations

Below is a list of the basic operations available on the Shipping Order page:

- Create a shipping order
- Open a shipping order
- Remove one or more packages from the shipping order

Here are step by step procedures for each operation listed above:

Create a shipping order:

1. Open a packing list by clicking **Open Packing List** (**Alt+X**).

   The Packing List search page will be displayed.
2. Select or filter the list displayed to find and accept the packing list to load.

   Once a packing list is selected, the packages within the packing list are listed in the **Packages** section of the Shipping Order page.
3. Select the packages to be shipped by clicking on the **Is Selected** column for that package.
4. For each package selected, get the weight and size by selecting **Get Weight** and **Get Size**.

   After this, the **Weight**, **Weight UOM** (Unit of Measure), **Width**, **Height**, **Length**, and **Size UOM** should all be filled with data.
5. Enter the **Tracking Number** supplied by the carrier and press **Enter**.
6. Click **Save** (**Alt+S**) to create the shipping order number and to save the information entered.

The shipping order cannot be created until all mandatory fields are entered. Once all fields are entered, the system will create a new Shipping Order Number for this shipping order and save it in the database.

7. Click **Complete Order** (**Alt+C**) to close the shipping order which indicates the order is complete and is ready to be shipped.

Open a shipping order:

To open or load a shipping order, enter the number directly into the **Order Number** field, search for the packing list, or pull up the current packing list(s).

Remove one or more packages from the shipping order:

4.5.11 Shipping Station Monitors

The Shipping Station Monitor page allows the user to observe the status of each shipping station in all the warehouses. Each rectangle represents a shipping station, and from here the warehouse manager or a dispatcher can assign users (shippers) to the shipping station to start shipping merchandise. For each shipping station, the state of that shipping station is listed as **Free**, **Ready**, or **Shipping**.

From the **Start** Page, select **Warehouse Operations**, then **Shipping Station Monitors**. The **Shipping Station Monitors** page is opened.

This page operates the same as the Packing Station Monitors page. Refer to *Packing Station Monitor* on page 96 for details on how to use this page.

4.5.12 Shipping Orders Entry

The Shipping Orders Entry page allows the shipper (the shipping user) to verify all the packages were uploaded to the truck, and that the merchandise has abandoned the warehouse to its destination. Once the shipping order is completed here, the merchandise will be removed from inventory.

From the **Start** Page, select **Warehouse Operations**, then **Shipping Orders Entry**. The **Shipping Orders Entry** page is opened and is blank.

Note: Even though this page is available to enter information about the shipping order, this will typically be done on the floor by the warehouse operators (shippers) utilizing a mobile device, the mobile app, and a scanner. To read documentation about the mobile app and how to use it, refer to XXXXX. However, details about this page are explained here for completeness.

Once opened, the Shipping Orders Entry page includes some general information about the shipping order and details about the packages within the shipping order. The general information found in the header section includes information about a shipping order including the tracking number and all details about the shipping for this order.

4.5.12.1Shipping Orders Entry - Toolbar

The Shipping Orders Entry Toolbar is ……. The different sections of the Shipping Orders Entry Toolbar are Main, Actions, Display, and Print.

Table 17. Shipping Orders Entry Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Shipping Orders Entry page this information is specific to saving and finding a shipping order, and refreshing the page as needed.		
Actions	The choices in the Actions section of the toolbar on the Shipping Orders Entry page are specific to working with a shipping order. As stated above, this is typically done via a mobile device but can also be handled through the software directly. These actions include the following:		
	Start Shipping **Alt+N**		This option is selected to indicate to the system that the loading process has started for the current shipping order.
	Stop Shipping **Alt+H**		This option is selected to indicate to the system that the loading process has stopped temporarily for the current shipping order.

Table 17. Shipping Orders Entry Page Toolbar

Section	Option	Icon	Description
	Finish Shipping **Alt+G**		This option is selected to indicate to the system that the loading process has been completed for the current shipping order.
	Cancel Shipping **Alt+C**		This option is selected to indicate to the system that the loading process has been cancelled for the current shipping order.
Display	The Display section of the toolbar for the Shipping Orders Entry page has one option:		
	Expand **Alt+1**		Use this option to have the **Ship To Address** and the **Warehouse Address** displayed on the left side of the page.
Print	The Print section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed or previewed from the Shipping Orders Entry page is the packing list for the shipping order. From the Print section, you can also print the tracking labels for the shipping order.		
	Print Tracking Labels **Alt+L**		Use this option to print the tracking labels for the shipping order. No preview is available for this option.

4.5.12.2Shipping Orders Entry - Basic Operations

Below is a list of the basic operations available on the Shipping Orders Entry page:

- Open a shipping order
- Ship merchandise

Here are step by step procedures for each operation listed above:

Open a shipping order:

To open or load a shipping order, enter the number directly into the **Order Number** field, search for the shipping order, or pull up the current shipping order(s).

Ship merchandise:

The user that does this is typically a shipper. Shipping merchandise includes verifying the packages to be shipped prior to loading and then printing the tracking labels.

1. Select the packages to be shipped by clicking on the **Is Selected** column for that package.
2. For each package selected, get the weight and size by selecting **Get Weight** and **Get Size**.

   After this, the **Weight**, **Weight UOM** (Unit of Measure), **Width**, **Height**, **Length**, and **Size UOM** should all be filled with data.
3. Enter the **Tracking Number** supplied by the carrier and press **Enter**.
4. Click **Save** in the toolbar.

   If any mandatory data is missing, the system will prompt you for this information and the shipping order cannot be created until all mandatory fields are entered. Once all fields are entered, the system will create a new Shipping Order Number for this shipping order and save it in the database. A message box will appear.
5. Click **OK** to continue.

A Shipping Order has been successfully created. The shipping order is complete and ready to be shipped.

4.5.13 Manage Shipping Stations

The Manage Shipping Stations page is used to add or delete shipping stations. You can also edit the information for a shipping station including the carrier, warehouse and warehouse zone assigned to the shipping station.

From the **Start** Page, select **Warehouse Operations**, then **Manage Shipping Stations**. The **Manage Shipping Stations** page is opened and is blank.

The Manage Shipping Stations page is described in detail in the Manage Entity Pages section of the User Interface portion of this document. See *Manage/Search Entity Pages* on page 44. You can filter the list of shipping stations displayed by **Carrier** in the header section of the page.

4.5.14 Manage Shippers

The Manage Shippers page is used to add or delete users or workers as shippers to the system. You can also edit information about a shipper here. Any user assigned as a shipper can be assigned to ship.

To access this page, from the **Start** Page, select **Warehouse Operations**, then **Manage Shippers**.

The Manage Shipper page follows a generic format and is described in detail in the Manage Entity Pages section of the User Interface portion of this document. See *Manage/Search Entity Pages* on page 44.

4.6 Quick Pick - Pick, Pack, Ship

This functionality is specific to Team Alloys or a smaller shop that has the need to do all the picking, packing, and shipping on one page without all the bells and whistles of checking and confirming each step along the way.

4.6.1 Quick Pick - Toolbar

The Quick Pick Toolbar is ……. The different sections of the Quick Pick toolbar are Main, Actions, Display, and Print.

Table 18. Shipping Orders Entry Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Shipping Orders Entry page this information is specific to saving and finding a shipping order, and refreshing the page as needed.		
Actions	The choices in the Actions section of the toolbar on the Shipping Orders Entry page are specific to working with a shipping order. As stated above, this is typically done via a mobile device but can also be handled through the software directly. These actions include the following:		
	Start Shipping **Alt+N**		This option is selected to indicate to the system that the loading process has started for the current shipping order.
	Stop Shipping **Alt+H**		This option is selected to indicate to the system that the loading process has stopped temporarily for the current shipping order.
	Finish Shipping **Alt+G**		This option is selected to indicate to the system that the loading process has been completed for the current shipping order.
	Cancel Shipping **Alt+C**		This option is selected to indicate to the system that the loading process has been cancelled for the current shipping order.
Display	The Display section of the toolbar for the Shipping Orders Entry page has one option:		
	Expand **Alt+1**		Use this option to have the **Ship To Address** and the **Warehouse Address** displayed on the left side of the page.
Print	The Print section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed or previewed from the Shipping Orders Entry page is the packing list for the shipping order. From the Print section, you can also print the tracking labels for the shipping order.		

Table 18. Shipping Orders Entry Page Toolbar

Section	Option	Icon	Description
	Print Tracking Labels **Alt+L**		Use this option to print the tracking labels for the shipping order. No preview is available for this option.

4.6.2 Quick Pick- Basic Operations

Below is a list of the basic operations available on the Quick Pick page:

- Quick pick an order
- Quick pick from the sales order page
- Cancel picking
- Quick pack an order to ship
- Quick ship an order

Here are step by step procedures for each operation listed above:

Quick pick an order

The first step in the quick pick process is to pick an order to pack. To do this a sales order has to have been created and is in the open state.

1. Open the sales order to pick. To do this either type in the sales order number or use the search tool to find the sales order.

   Note: Use the filters provided on the search page to find a sales order if needed.

2. After the sales order is open and loaded on the Quick Pick page, the process of picking the lines is the next step. For each line:

   a. Enter the line number to be picked into the Sales Order Line field (typically starting with line number 1) and press Enter.

   b. Enter quantity picked in the Qty field and press Enter.

   c. Enter **?** into the Bundle field to search for a bundle or select the little magnifying glass icon to the right of the Bundle field. The bundle search page is displayed

   d. Select desired bundle(s) by checking box(es) beside the bundles to pick and select Accept.

   e. Enter the quantity picked in the Qty Picked field and press Enter.

3. After all lines have been successfully picked, select Save.

The QPICK # is assigned. The Pack icon is now available for selection. The status of the sales order changes to from Opened to Picked.

Quick pick from the Sales Order page:

The Sales Order must have been successfully created and saved.

1. Select Create Quick Picking from the toolbar (Alt). The QuickPick page is displayed with the information from the sales order loaded. The focus is on the Picking Notes field.
2. Enter any notes necessary by pressing F4 to drop down box and type in any necessary information.
3. Follow steps starting at Step 2 in the To quick pick an order task.

Cancel picking

1. If you need to cancel the picking process at any point, select Cancel (Alt C).
2. At this point you will need to enter the reason why in the text box displayed. Press OK to continue or exit to cancel.
3. Once you press OK, you will not be able to undo the cancel.

Quick pack an order to ship:

To pack an order and ship it using the Quick Pick page, the sales order needs to loaded on the page and it must be in the Picked state.

1. Select Pack. The message "..." appears. Select Yes to continue to packing.
2. The Quick Pick number is displayed and the focus moves to the Total Packages field.
3. Enter total number of packages into the Total Package field and press Enter.
4. Enter the tracking number into the Tracking Number field and press Enter
5. Entry any notes necessary by pressing F4 to display the text box.
6. Select Ship (Alt H). A confirmation message is displayed. Select Yes to continue.
7. The finish icon is available for selection and the status of the order changes from Picked to Packed.

Quick ship an order:

To ship an order using the Quick Pick page, the sales order needs to loaded on the page and it must be in the Packed state.

1. Select Finish. The message "..." appears. Select Yes to continue to ship.
2. The pick, pack, ship process is complete and the status of the order changes from Packed to Shipped.

4.7 Accounts Receivable

Accounts Receivable is the module within Software 4 U that represents the process that manages the money owed by customers (buyer) for products/goods or services delivered to them on credit. The process involves invoicing, collection, and credit documentation. The first step after shipping an order is for the seller to send an invoice to the buyer for the goods or services received. Once the invoice is received there are terms defined for when and how the customer should make the payment. Collection is the second step and is completed when the payment is made. An additional aspect of A/R is when an error occurred in what was sent or if there were damaged goods, then a credit memo needs to be generated documenting that a credit to the customers account needs to occur.

Note: Non-typical steps in Accounts Receivable include dealing with outstanding invoices and with returns. These are mentioned at the end of this section.

Accounts Receivable is made up of the following sections:

Invoicing

Collection

RMA

Credit Memo

Section 1: Invoicing

The main process of invoicing is to generate one or more invoices, review/approve the invoice(s), and post the invoice(s). The following three pages are utilized to accomplish all invoicing tasks.

Invoice Generation - generate invoices for goods shipped

Invoice Review - approve and send invoices that have already been generated

Invoice - post invoices

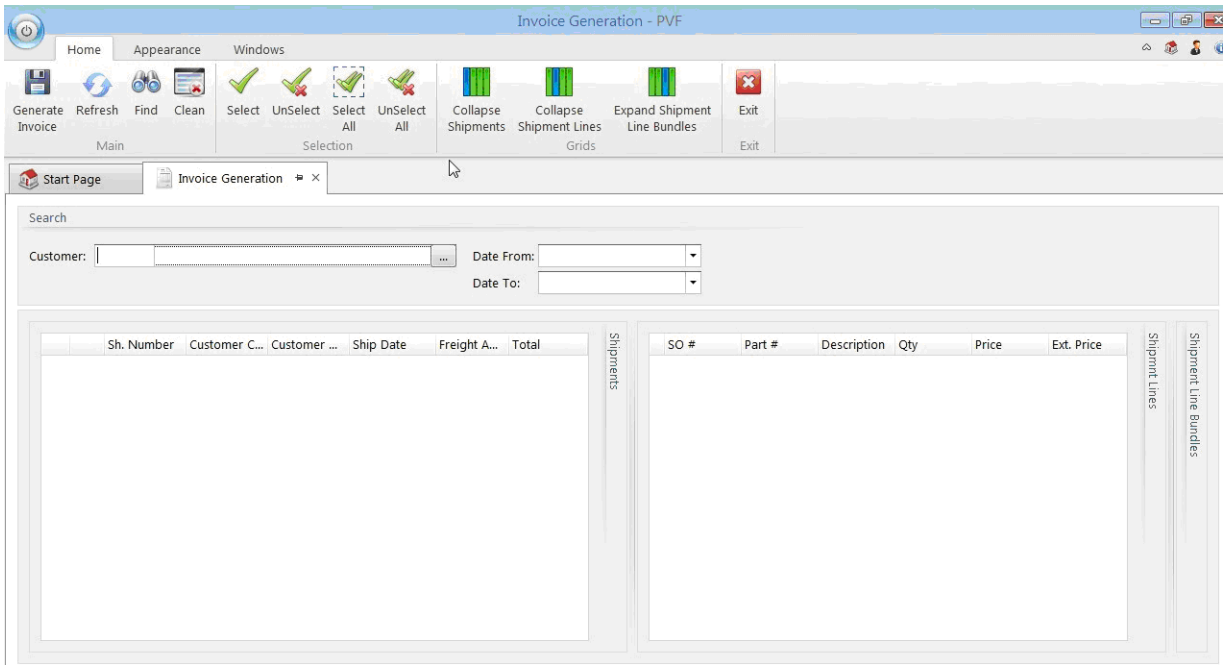
4.7.1 Invoice Generation

The Invoice Generation page is used to generate invoices for goods that have been shipped. Once a shipment has been made and a shipping order is in the shipped state, the invoicing process can begin. One or more invoices can be generated at a time for a customer/buyer.

The process of generating an invoice can be triggered by a user as explained below or can be automated by setting the GenerateInvoiceAfterShipmentComplete configuration to ON. This will generate the vouchers automatically after goods have been shipped.

From the **Start** Page, select **Accounts Receivable**, then **Invoice Generation**. The **Invoice Generation** page is opened with all shipping orders that are currently open.

Figure 17.Invoice Generation Page



4.7.1.1 Invoice Generation Page - Toolbar

The Invoice Generation toolbar is where all choices are listed for the user when generating an invoice. The different sections of the Invoice Generation toolbar are Main, Selections, Grids, and Exit.

Table 19. Invoice Generation Toolbar

Section	Option	Icon	Description
Main			The Main section of the toolbar is explained in detail in *Table 6* on page 37. On the Invoice Generation page this information is specific to working with Invoices.

Table 19. Invoice Generation Toolbar

Section	Option	Icon	Description
	Generate Invoice [Alt]+		
Selections	The Selection section of the toolbar is described in detail in XXXXX.		
	Select **[Alt+]**		This option selects the one item that is in focus or where the cursor is positioned.
	Unselect **[Alt+]**		This option deselects the one item that is in focus or where the cursor is positioned.
	Select All **[Alt+]**		This option selects all items in the main part of the page.
	Unselect All **[Alt+]**		This option deselects all items in the main part of the page.
Grids	The Grids section of the toolbar is available on those pages where there is more than one grid to be viewed. This section of the toolbar will help you navigate and manage the grids displayed on the page. For the Invoice Generation page this includes the following:		
	Collapse Shipments **[Alt+]**		This option removes the Shipments List grid from view. ??
	Collapse Shipment Lines **[Alt+]**		This option removes the Shipments Lines from the grid. ??
	Expand Shipment Line Bundles **[Alt+]**		This option moves the focus to the Shipment Line Bundles grid. ??

Table 19. Invoice Generation Toolbar

Section	Option	Icon	Description
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.7.1.2 Invoice Generation - Basic Operations

Below is a list of the basic operations available on the purchase order page:

- Generate an invoice
- Filter the list of shipping orders

Here are step by step procedures for each operation listed above:

Generate an Invoice:

1. If needed, filter the list of shipping orders as explained below.
2. Select one or more shipping orders using the check boxes in the left column or the **Selection** icons in the toolbar.
3. Select **Generate Invoice** (Alt+G) to generate invoices for the shipping orders selected.

   A message will appear indicating "*# Invoices were generated successfully*" where # is the number of invoices selected.
4. Select **Ok** to continue.

Filter the List of Shipping Orders:

1. On this page, you can filter the shipping orders displayed by one or all of the following fields: **Customer**, **Date From**, or **Date To**.

   These fields are located in the header section of the page.
2. Enter the data for the field by which you want to filter the list.
3. Select **Find** (**Alt+F**) or press **Enter** to apply the filter(s) to the list.
4. To clear the filters entered, select **Clean** from the toolbar.

   This will remove all filters and give you the entire list again.

4.7.2 Invoice Review

The Invoice Review page is used to approve and send invoices that have already been generated. After one or more invoices are generated using the Invoice Generation page, each one will need to be approved. Based on how your system is set up, the invoice will automatically get sent to the customer/buyer via email or will be prepared to send via regular mail. Use the InvoiceGenerationState configuration option to customize.

From the **Start** Page, select **Accounts Receivable**, then **Invoice Review**. The **Invoice Review** page is opened with all shipping orders that are currently open.

Figure 18.Invoice Review Page

4.7.2.1 Invoice Review Toolbar

The Invoice Generation toolbar is where all choices are listed for the user when reviewing an invoice. The different sections of the Invoice Review toolbar are Main, Selections, Collapse, and Exit.

Table 20. Invoice Review Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is explained in detail in *Table 6* on page 37. On the Invoice Review page this information is specific to approving/sending, refreshing, finding, and cleaning Invoices.		

Table 20. Invoice Review Toolbar

Section	Option	Icon	Description
Selections	The Selection section of the toolbar is described in detail in XXXXX.		
	Select **[Alt+]**		This option selects the one item that is in focus or where the cursor is positioned.
	Unselect **[Alt+]**		This option deselects the one item that is in focus or where the cursor is positioned.
	Select All **[Alt+]**		This option selects all items in the main part of the page.
	Unselect All **[Alt+]**		This option deselects all items in the main part of the page.
Collapse	The Collapse section of the toolbar is available on those pages where there is more than one grid to be viewed. This section of the toolbar will help you navigate and manage the grids displayed on the page. For the Invoice Review page this includes the following:		
	Collapse Invoices **[Alt+]**		This option removes the Shipments List grid from view. ??
	Collapse Invoice Header **[Alt+]**		This option removes the Shipments Lines from the grid. ??
	Expand Invoice Lines **[Alt+]**		This option moves the focus to the Shipment Line Bundlex grid. ??
	Expand Invoice Line Bundles **[Alt+]**		This option moves the focus to the Shipment Line Bundlex grid. ??

Table 20. Invoice Review Toolbar

Section	Option	Icon	Description
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.7.2.2 Invoice Review - Basic Operations

Below is a list of the basic operations available on the Invoice Review page:

- Approve one or more invoices
- Filter the list of invoices

Here are step by step procedures for each operation listed above:

Approve One or More Invoices:

1. If needed, filter the list of invoices as explained below.
2. Select one or more invoices using the check boxes in the left column or the **Selection** icons in the toolbar.
3. Select **Approve** (Alt+A) to approve the selected invoices.

   A message will appear indicating "*# Invoices were approved successfully*" where # is the number of invoices selected.
4. Select **Ok** to continue.

The status of the invoices selected will change from "Hold" to "Open"

Filter the List of Invoices:

1. On this page, you can filter by one or all of the following fields: **Customer**, **Date From, Date To**, **Due Date From**, or **Due Date To**.

   These fields are located in the header section of the page.
2. Enter the data for the field by which you want to filter the list. You can do this by typing in the field or by using the search button to the right of the field to select a customer, or the drop down list to select a date.
3. Select **Find** (**Alt+F**) or press **Enter** to apply the filter(s) to the list.
4. To clear the filters entered, select **Clean** from the toolbar.

   This will remove all filters and give you the entire list again.

4.7.3 Invoice

The Invoice page is used to post invoices that have been reviewed, approved and are now in the "open" state.

From the **Start** Page, select **Accounts Receivable**, then **Invoice**. The **Invoice** page is opened and is blank.

Figure 19.Invoice Page

4.7.3.1 Invoice Page - Toolbar

The Invoice toolbar is where all choices are listed for the user when posting an invoice. The different sections of the Invoice toolbar are Main, Invoice Lines, Tabs, Next Step, Printing, Attachments, and Exit.

Table 21. Invoice Page Toolbar

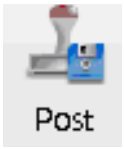
Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Invoice page this information is specific to generating, saving, and finding a invoices. The Main section of the toolbar on the Invoice page also includes the following options		
	Post **[Alt+]**		

Table 21. Invoice Page Toolbar

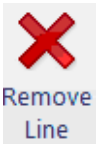
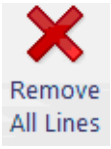
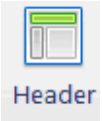
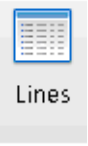
Section	Option	Icon	Description
Invoice Lines	The Invoice Lines section of the toolbar is described in detail in XXXXX.		
	Remove Line **[Alt+]**		This option removes the one line that is in focus or where the cursor is positioned. ??
	Remove All Lines **[Alt+]**		This option removes all lines ??.
Tabs			
	Header **[Alt+]**		
	Additional Information **[Alt+]**		
	Address **[Alt+]**		
	Lines **[Alt+]**		
	Expand Lines **[Alt+]**		
Next Steps	The Next Steps section of the toolbar is described in detail in *Table 6* on page 37.		
	Open Collection **[Alt+]**		This action is used to authorize .....??.

Table 21. Invoice Page Toolbar

Section	Option	Icon	Description
	Apply Credit Memo **[Alt+]**		This action is used to authorize .....??
Printing	The Printing section of the toolbar is described in detail in *Table 6* on page 37. The document that can be printed, previewed, or emailed from the Invoice page is the invoice.		
Attachments	The Attachments section of the toolbar is described in detail in *Table 6* on page 37.		
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.7.3.2 Invoice - Basic Operations

Below is a list of the basic operations available on the Invoice page:

- Open an invoice
- Create a miscellaneous invoice
- Apply credit to customer account
- Post an opened invoice
- Approve an invoice

Here are step by step procedures for each operation listed above:

Open an Invoice:

There are three ways to find and open an invoice:

1. Enter the invoice number in the **Invoice Number** field and press **Enter**
2. Search for the invoice using the search icon to the right of the field.This will open the Invoice Search page.
3. Select **Find Invoice** (Alt+F) to search for the invoice. This will open the Invoice Search page.

Create a Miscellaneous Invoice:

1. If there is data in the fields, select **New** to clear all fields. Otherwise, proceed to Step 2.
2. Enter the following mandatory header information for the invoice
    - Customer Code - this will load the header with default data and data specific to that customer.
    - Invoice For
    - Phone
    - Customer PO#

- Dates

3. Edit the preloaded header information for the invoice if you need to make a change. The fields that can be edited have a white background.
4. Click on the Additional Info and Addresses tabs to view additional data about the invoice and customer.
5. For each line of the invoice, enter
   - Type of invoice line - the different types are listed in Table x.x
   - Description of the item being invoiced
   - Quantity
   - Price
   - Notes (optional)
6. If there is credit available, you may apply it here. See details below
7. When satisfied with the invoice, select **Save** (**Alt+S**).

   A message will appear stating that "*Invoice INVxxx was created successfully*".
8. Select **Ok** to continue.

   The invoice is saved with the system created invoice number. and is in the Opened state. You can now post the invoice.

Apply credit to a customers' account:

If the invoice has not been posted, that is, in the Open state, you can apply credit to a customer's account. There are two situations where this occurs and shortcuts to these processes are available on this page.

1. Load or open the invoice.
2. To apply funds that have already been collected to this invoice, select **Open Collection** (**Alt+O**). This will open the Collection View page with the invoice currently loaded checked as Invoice to Apply.
3. To apply funds due to a credit memo, select **Apply Credit Memo** (**Alt+M**). This will open the Credit Memo page with the lines from the invoice currently loaded.

Post an Opened Invoice:

1. Open the invoice on the page to be posted.
2. Select **Post** (Alt+T) to post the invoice. This makes it final.

   A message will appear asking: "*Are you sure you want to post the invoice?*".
3. Select **Yes** to post or **No** to cancel.

If **Yes**, then the "*Invoice INVxxx has been posted successfully*" message will appear.

4. Select **Ok** to continue.

   The status of the invoice will change from **Opened** to **Posted**.

Approve an Invoice:

1. Load or open the invoice to approve.
2. Select **Approve** (Alt+A)

   A message will appear indicating "*# Invoices were approved successfully*" where # is the number of invoices selected.

3. Select **Ok** to continue.

Section 1: Collection

Collection is the process used to collect the funds owed to the seller (you) by the buyer (customer). This occurs after the invoice is received by the customer and the payment is made according to the terms defined in the sales order. If the terms are not met, then the invoice is considered overdue.

There are two pages used to manage the collection process: Collection and Collection Batch.

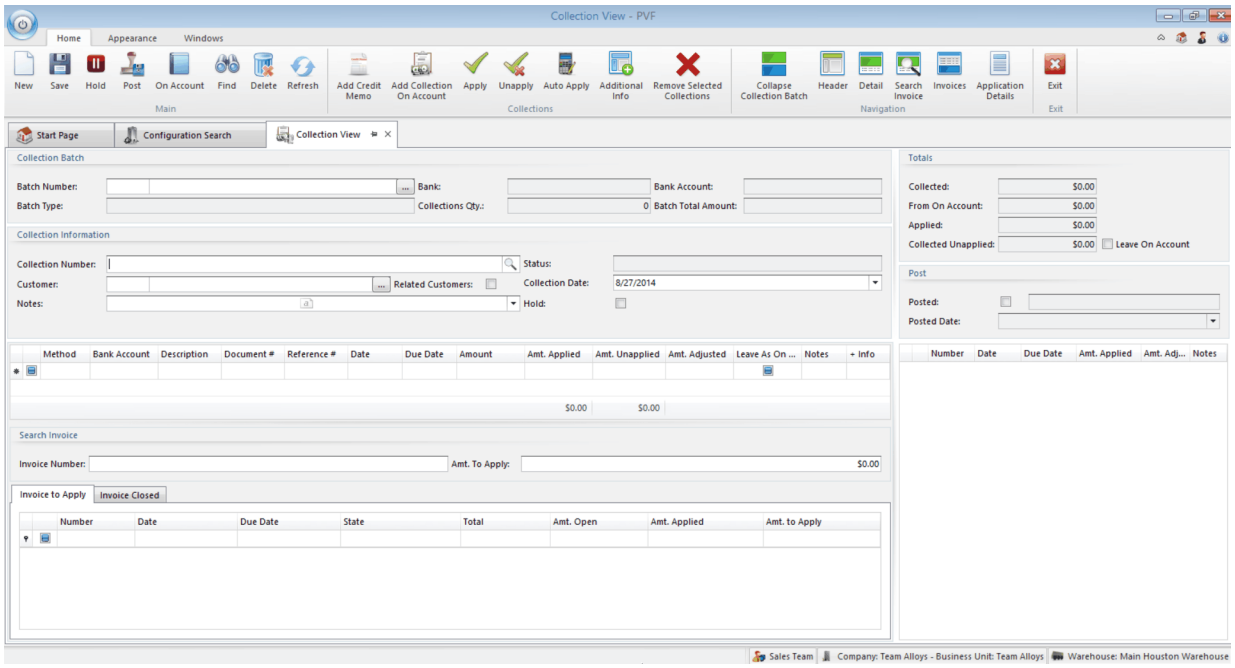
Collection page

Collection Batch Page

4.7.4 Collection page

From the **Start** Page, select **Accounts Receivable**, then **Collection**. The **Collection** page is opened.

Figure 20.Collection Page



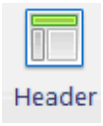
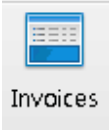
4.7.4.1 Collections Page - Toolbar

The Collections toolbar is where all choices are listed for the user when collecting funds for an invoice. The different sections of the Collections toolbar are Main, Collections, Tabs, and Exit.

Table 22. Collections Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Collections page this information is specific to creating, saving, finding, deleting, and refreshing invoices. The Main section of the toolbar on the Colllection page also includes the following option.		
	Post **[Alt+]**		
Collections			

Table 22. Collections Page Toolbar

Section	Option	Icon	Description
	Auto Apply **[Alt+]**		This option removes the one line that is in focus or where the cursor is positioned. ??
	Additional Info **[Alt+]**		This option removes all lines ??.
	Remove Selected Collections **[Alt+]**		This option removes all lines ??.
Tabs			
	Header **[Alt+]**		
	Detail **[Alt+]**		
	Invoices **[Alt+]**		
	Application Details **[Alt+]**		
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.7.4.2 Collections - Basic Operations

To assign a collection method to one or more invoices:

1. Select **OK** to continue.

Create a collection:

1. Select **OK** to continue.

Create a collection batch:

1. Select **OK** to continue.

Modify a collection batch:

1. Select **OK** to continue.

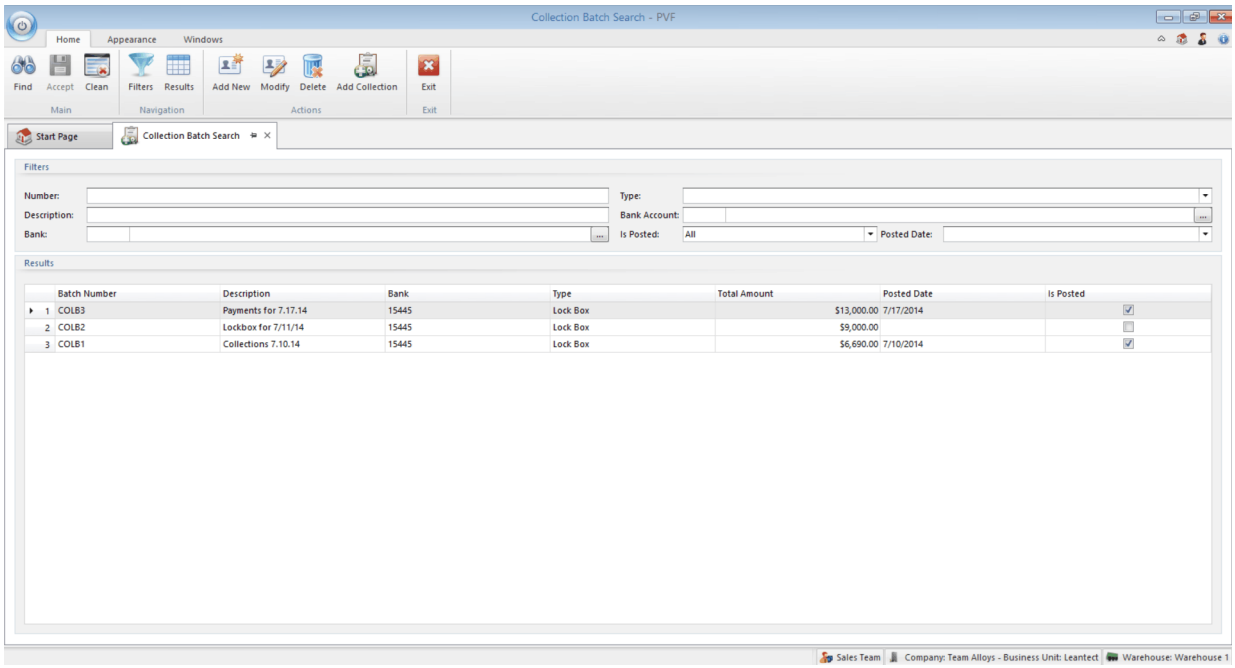
Close a collection batch:

1. Select **OK** to continue.

4.7.5 Collection Batch Page

From the **Start** Page, select **Accounts Receivable**, then **Collection Batch**. The **Collection Batch** page is opened.

Figure 21.Collection Batch Page



4.7.5.1 Collection Batch - Toolbar

The Collection Batch toolbar is where all choices are listed for the user when ?????. The different sections of the Collection Batch toolbar are Main, Actions, and Exit.

Table 23. Collection Batch Page Toolbar

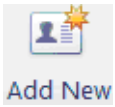
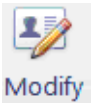
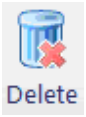
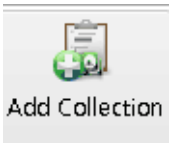
Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Collection Batch page this information is specific to finding and cleaning collection batches.		
Actions	The choices in the Actions section of the toolbar on the Collection Batch page are specific to the Collection Batch process.		
	Add New **[Alt+]**		

Table 23. Collection Batch Page Toolbar

Section	Option	Icon	Description
	Modify **[Alt+]**		This option removes all lines ??.
	Delete **[Alt+]**		
	Add Collection **[Alt+]**		
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.7.5.2 Collection Batch - Basic Operations

Section 1: Credit Memo

Credit Memo is the process used after funds are collected for an invoice and a memo is sent to the buyer documenting the credit to their account.

There are three pages which support the Credit Memo process: Credit Memo Generation, Credit Memo Review and Credit Memo.

Credit Memo Generation page

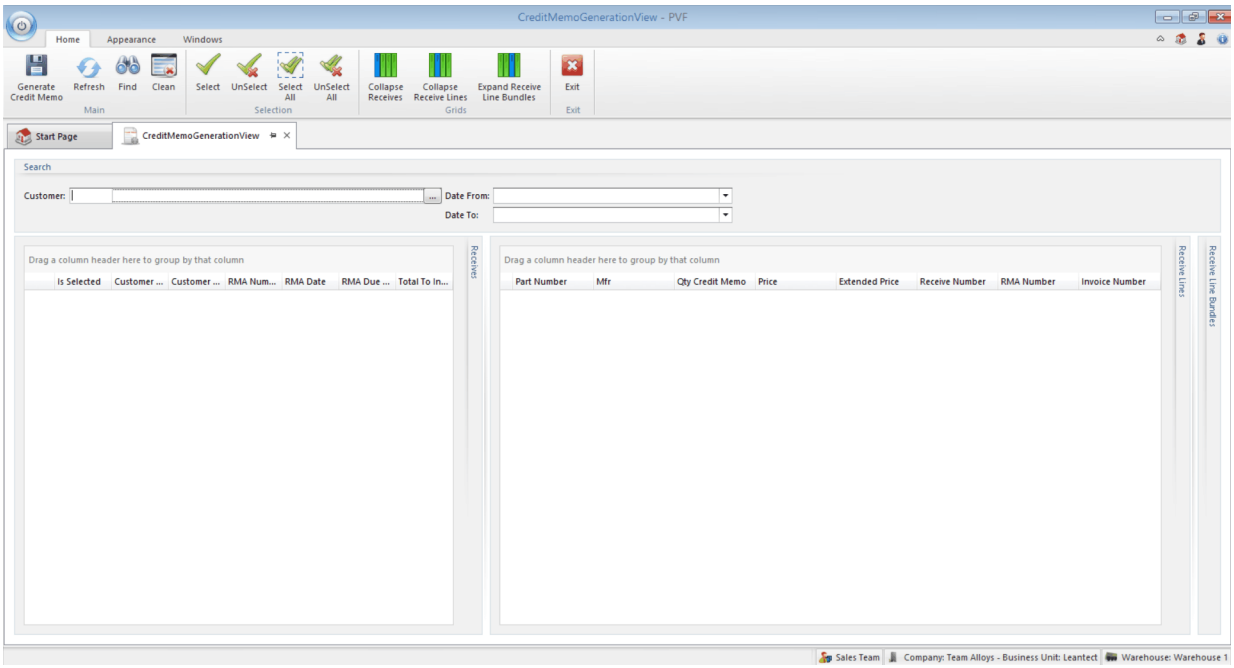
Credit Memo Review page

Credit Memo page

4.7.6 Credit Memo Generation page

From the **Start** Page, select **Accounts Receivable**, then **Credit Memo Generation**. The **Credit Memo Generation** page is opened.

Figure 22.Credit Memo Generation Page



4.7.6.1 Credit Memo Generation - Toolbar

The Credit Memo Generation toolbar is where all choices are listed for the user when generating a credit memo. The different sections of the Credit Memo Generation toolbar are Main, Selection, Grids, and Exit.

Table 24. Credit Memo Generation Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Credit Memo Generation page this information is specific to generating, saving, finding, and cleaning credit memos.		
Selections	The Selection section of the toolbar is described in detail in XXXXX.		
	Select **[Alt+]**		This option selects the one item that is in focus or where the cursor is positioned.

Table 24. Credit Memo Generation Page Toolbar

Section	Option	Icon	Description
	Unselect **[Alt+]**		This option deselects the one item that is in focus or where the cursor is positioned.
	Select All **[Alt+]**		This option selects all items in the main part of the page.
	Unselect All **[Alt+]**		This option deselects all items in the main part of the page.
Grids			
	Collapse Receives **[Alt+]**		This option removes the Receives List grid from view. ??
	Collapse Receive Lines **[Alt+]**		This option removes the Receive Lines from the grid. ??
	Expand Receive Line Bundles **[Alt+]**		This option moves the focus to the Receive Line Bundles grid. ??
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.7.6.2 Credit Memo Generation - Basic Operations

4.7.7 Credit Memo Review page

From the **Start** Page, select **Accounts Receivable**, then **Credit Memo Review**. The **Credit Memo Review** page is opened.

Figure 23.Credit Memo Review Page

4.7.7.1 Credit Memo Review - Toolbar

The Credit Memo Review toolbar is where all choices are listed for the user when reviewing a credit memo. The different sections of the Credit Memo Review toolbar are Main, Selection, Grids, and Exit.

Table 25. Credit Memo Review Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Credit Memo Review page this information is specific to approving, refreshing, finding, and cleaning credit memos.		
Selections	The Selection section of the toolbar is described in detail in XXXXX.		
	Select **[Alt+]**		This option selects the one item that is in focus or where the cursor is positioned.

Table 25. Credit Memo Review Page Toolbar

Section	Option	Icon	Description
	Unselect **[Alt+]**		This option deselects the one item that is in focus or where the cursor is positioned.
	Select All **[Alt+]**		This option selects all items in the main part of the page.
	Unselect All **[Alt+]**		This option deselects all items in the main part of the page.
Grids			
	Collapse Receives **[Alt+]**		This option removes the Receives List grid from view. ??
	Collapse Receive Lines **[Alt+]**		This option removes the Receive Lines from the grid. ??
	Expand Receive Line Bundles **[Alt+]**		This option moves the focus to the Receive Line Bundles grid. ??
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

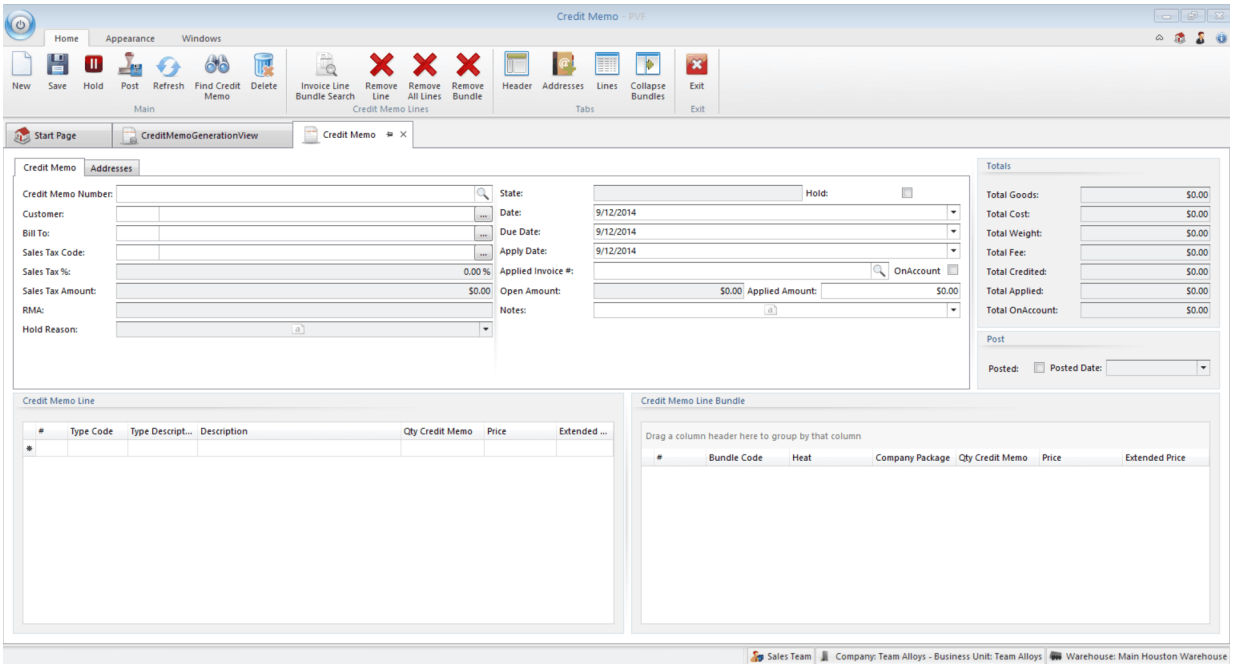
4.7.7.2 Credit Memo Review - Basic Operations

4.7.7.3 Credit Memo Review - Field Descriptions

4.7.8 Credit Memo page

From the **Start** Page, select **Accounts Receivable**, then **Credit Memo**. The **Credit Memo** page is opened.

Figure 24.Credit Memo Page



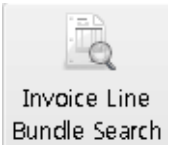
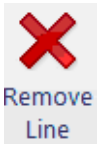
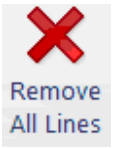
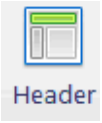
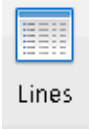
4.7.8.1 Credit Memo - Toolbar

The Credit Memo toolbar is where all choices are listed for the user when issuing a credit memo. The different sections of the Credit Memo toolbar are Main, Credit Memo Lines, Tabs, and Exit.

Table 26. Credit Memo Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar is described in detail in *Table 6* on page 37. On the Credit Memo page this information is specific to creating, saving, refreshing, finding, and deleting credit memos. The Main section of the toolbar on the Credit Memo page also includes the following option.		
	Post **[Alt+]**		
Credit Memo Lines			

Table 26. Credit Memo Page Toolbar

Section	Option	Icon	Description
	Invoice Line Bundle Search **[Alt+]**		
	Remove Line **[Alt+]**		This option removes the selected lines ??.
	Remove All Lines **[Alt+]**		This option removes all lines ??.
	Remove Bundle **[Alt+]**		This option removes the selected bundle ??.
Tabs			
	Header **[Alt+]**		
	Addresses **[Alt+]**		
	Lines **[Alt+]**		
	Expand Bundles **[Alt+]**		
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.7.8.2 Credit Memo - Basic Operations

4.7.8.3 Credit Memo - Field Descriptons

4.8 Accounts Payable

Accounts Payable is the module within Software 4 U that represents the money that your company owes other companies (vendors or suppliers) for goods or services ordered. The process involves generating vouchers and making payments. The first step after receiving an order is for the buyer to generate a voucher for the goods or services received. The voucher indicates that the invoice associated with the order is approved for payment. It is recorded as an open or outstanding liability because it has not been paid. Payment is the second step and the process is completed when the payment is made.

Another process within A/P includes generating debit memos. Debit memos are used to inform a vendor or supplier that an error has occurred and the amount owed has been reduced. This usually occurs when a goods are returned to the vendor/supplier. At this point the vendor/supplier typically removes the value of the sold goods from the your account rather than issue a refund.

[insert diagram A/P]

Section 2: Voucher

The management of vouchers is provided via three pages: Voucher Generation, Voucher Review, and Voucher. The main process is to generate one or more vouchers, review/approve the voucher(s), and then post it ready to be paid.

A voucher is formal documentation indicating an invoice has been received and is accepted. All vouchers have to be posted to get paid. There are basically three paths for generating vouchers:

1) After receiving goods or product as part of the PO-Receive process

2) After a purchase order that does not require receiving such as expenses and monthly payments

3) Without a purchase order that does not require receiving such as miscellaneous expenses.

The specific process of generating vouchers transforms the external invoices received from vendors/suppliers into vouchers required internally by A/P.

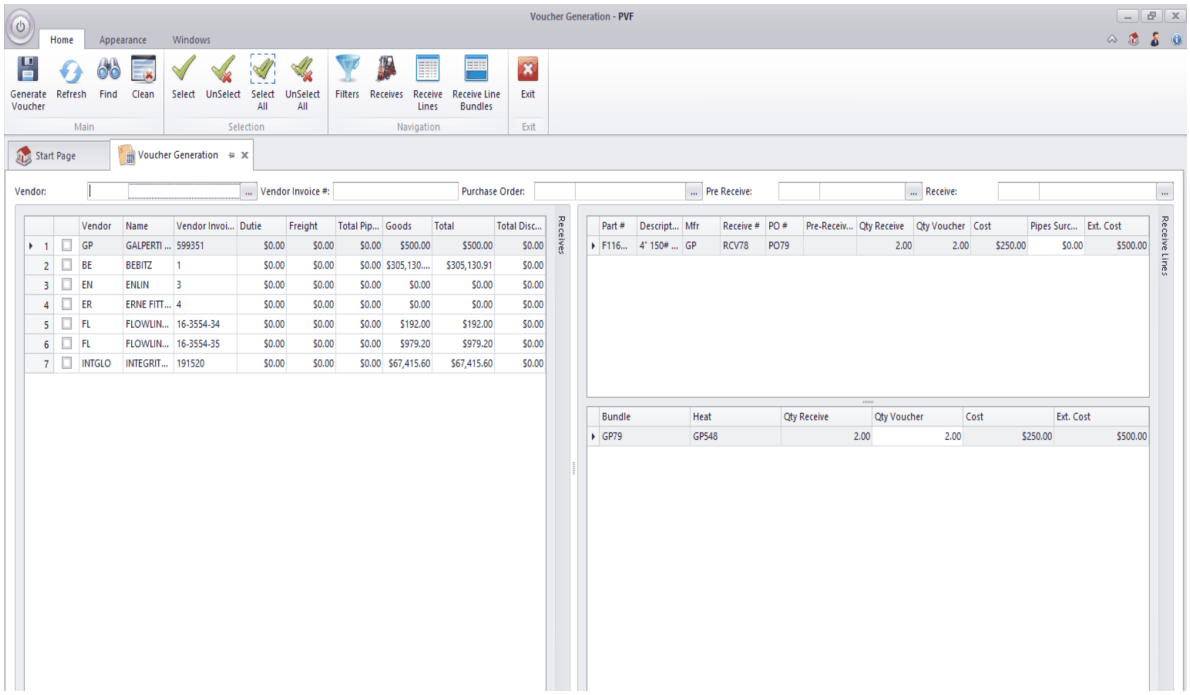
[Insert Voucher diagram]

4.8.1 Voucher Generation

The Voucher Generation page is used to generate vouchers for internal accounting purposes. An invoice is required to generate a voucher. This process basically converts the invoices (external) into vouchers (internal). An invoice can come from receiving for the shipments received which are based on purchases made by your company, from expenses and monthly payments, and from miscellaneous expenses. This is the first step in the Accounts Payable process. One or more vouchers can be generated from the Voucher Generation page.

The process of generating a voucher can be triggered by a user or can be automated by setting the GenerateVoucherAfterReceiveComplete configuration to ON. This will generate the vouchers automatically after goods or services are received.

The Voucher Generation page is originally loaded with all invoices for all vendors that are already received. These are displayed on the left. On the right, depending on which line is in focus, it will display all lines in the receive, and then all bundles for that receive line.



4.8.1.1 Voucher Generation - Operations

A voucher is needed to track invoices internally (within your company). The basic operations available on the Voucher Generation page are:

- Generate one or more vouchers
- Filter invoice list

Here are step by step procedures for each operation listed above:

Generate one or more vouchers:

1. Enter the Vendor Code or use the search icon to find a particular vendor
2. Filter invoices List if needed (see procedure below)
3. Check boxes as needed
4. Select vouchers to generate by checking the box next to the invoice line
5. Select Generate Voucher (Alt+G)

Filter Invoice List:

The Invoice List can be filtered by Vendor, by Vendor Invoice #, by PO, by Pre Receive number and/or by Receive numbers.

1. Enter or search for the item(s) that you want to filter the list by
2. Select Find (Alt+F) to apply the filters
3. Select Clean (Alt+C) to clear all filters

4.8.1.2 Voucher Generation - Toolbar

The Voucher Generation toolbar is where all choices are listed for the user when generating vouchers. The different sections of the Voucher Generation toolbar are Main, Selections, Navigation and Exit.

Table 27. Pre-Receive Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar on the Voucher Generation page is described in detail in *Table 6* on page 37. However, it is specific to finding an invoices and generating a voucher. Generating a voucher is specific to this page.		
	Generate Voucher **Alt+G**		This action is used to generate vouchers for the invoices selected on this page.
Selection	The Selection section of the toolbar on the Voucher Generation page		
Navigation	In additions to the Header option in the Navigation section of the toolbar as described in *Table 6* on page 37, the following options are available for navigation on the Purchase Order page.		
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.8.2 Voucher Review

The Voucher Review page is used to review and then approve one or more vouchers that have been generated. This process will change the status of a voucher from Hold to Open.

Configuration? VoucherGenerationState

The Voucher Review page will display all vouchers that are currently in the Hold state. These are displayed on the left side of the page and can be filtered by date generated, due date, a vendor or a particular invoice number. If a vendor is selected or in focus, then on the right the voucher information, voucher line information and voucher line bundle information will be displayed.

4.8.2.1 Voucher Review - Operations

The basic operations available on the Voucher Review page are:

- Approve one or more vouchers
- Filter voucher list

Here are step by step procedures for each operation listed above:

Approve one or more vouchers:

1. Enter the Vendor Code or use the search icon to find a particular vendor
2. Filter voucher List if needed (see procedure below)
3. Select vouchers to approve by checking the box next to the voucher line
4. Select Approve Vouchers (Alt+A)

Filter Voucher List:

The Voucher List can be filtered by Vendor, by Vendor Invoice #, date created range, due date range.

1. Enter or search for the item(s) that you want to filter the list by
2. Select Find (Alt+F) to apply the filters
3. Select Clean (Alt+C) to clear all filters

4.8.2.2 Voucher Review - Toolbar

The Voucher Review toolbar is where all choices are listed for the user when reviewing vouchers. The different sections of the Voucher Review toolbar are Main, Selections, Navigation and Exit.

Table 28. Pre-Receive Page Toolbar

Section	Option	Icon	Description
Main	The Main section of the toolbar on the Voucher Generation page is described in detail in *Table 6* on page 37. However, it is specific to finding an invoices and generating a voucher. Generating a voucher is specific to this page.		
	Approve Voucher **Alt+G**		This action is used to approve vouchers in the hold state for the invoices selected on this page.
Selection	The Selection section of the toolbar on the Voucher Generation page		
Navigation	In additions to the Header option in the Navigation section of the toolbar as described in *Table 6* on page 37, the following options are available for navigation on the Purchase Order page.		
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		

4.8.3 Voucher

The Voucher page is where each individual voucher is "posted" after approval and where you would generate any and all miscellaneous vouchers. An example of a miscellaneous voucher is....All details about the voucher can be viewed from this page.

4.8.3.1 Voucher - Operations

The basic operations available on the Voucher page are:

- Post one or more open vouchers
- Create a new voucher
- Create a new voucher as a template
- Search Purchase Orders
- Shortcut to pay voucher
- Shortcut to credit a vendor

Here are step by step procedures for each operation listed above:

Post one or more vouchers:

1. Enter the voucher number or use the search icon to find a particular voucher.

2. Once the voucher is loaded on the page, select Post (Alt+T) to formally post it. The Posted check box should be checked and the Posted Date will be automatically entered in the Posted section of the page.

Create a new voucher

The Voucher List can be filtered by Vendor, by Vendor Invoice #, date created range, due date range.

1. If the page is not empty, then enter N into the Voucher number field and press Enter or select New (Alt+N) to clear all data from the page and start the process of creating a new voucher.

Note: Press enter after each field to move focus to the next field for steps 2-4

2. Enter the required header information:
    - Vendor Code
    - Vendor Invoice number
    - Apply Date
    - Voucher Type
    - Due Date
3. Enter any of the optional header information:
    - Expense Type
    - Credit Card Type
    - Voucher Category Type
    - Notes
4. For each voucher line enter:
    - Type
    - Description
    - Quantity
    - Cost
    - Dept Code
    - Cost Center (CC) Code
    - Percentage
5. Select Save (Alt+S) to save the voucher. A new voucher number will be generated.

Create a new voucher as a template

A voucher can be created and then used as a template for future use. To do this

1. Simply follow the steps for creating a voucher or open an existing voucher to use.
2. Select Save as Template (Alt+)
3. Enter the following information to identify this template

- Enter a code for the template voucher
- Enter a description
- Select Save (Alt+S) to save the template

Search Purchase Orders

At some point, you may want to search for any miscellaneous purchase orders in the system that have not been processed and create a voucher to pay for the purchase. To do this:

1. Select Search Purchase Order (Alt+H). The Miscellaneous Purchase Orders Search page is opened and loaded with all opened misc. POs.
2. Use the filtering options to find miscellaneous POs by vendor, manufacturer, warehouse, or by a range of dates.
3. Select one or more of the listed POs. All POs must be with the same vendor.
4. Select Accept (Alt+A). The information from the PO will be loaded into the voucher. For each line in the PO, there will be a voucher line added.

Shortcut to pay voucher

To go directly to the payment view to make payment

1. Select Open Payment (Alt+Y). This will load the Payment View page with the current Vendor and voucher information loaded.

Shortcut to credit a vendor

To go directly to the Debit Memo page to document a credit from a vendor:

1. Select Apply Debit Memo (Alt+M). This will load the Debit Memo page with the current Vendor and voucher information loaded.

4.8.3.2 Voucher - Toolbar

Section 3: Payments

The management of payments to your vendors (those companies you purchased products and/or services from) is provided here via the Payments pages. The main process is to generate one or more payments, post payments, make the payments and make adjustments to payments made if needed.

[Insert Payment diagram]

4.8.4 Payment Generation

The Payment Generation page is used to generate a batch of payments to a vendor based on a period of time. A voucher is required to generate a payment. This process basically converts the vouchers (internal) into payments (external).

The process of generating a payment can be triggered by a user or can be automated by setting the GenerateVoucherAfterReceiveComplete configuration to ON. This will generate the vouchers automatically after goods or services are received.

The Payment Generation page is originally loaded with any vouchers. These are displayed on the left. On the right, depending on which line is in focus, it will display all lines in the receive, and then all bundles for that receive line.

[Insert Payment Generation page]

4.8.4.1 Payment Generation - Operations

The basic operations available on the Payment Generation page are:

- Generate a batch of payments

Here are step by step procedures for each operation listed above:

Post one or more vouchers:

1. Use the filtering options to filter the list by ....

2. Enter the following information
    - Bank Account
    - Bank
    - Payment Method
    - Batch Amount LImit
    - Payment Amount LImit
3. Select the pyaments to generate by checking the box to the left of the voucher line.
4. Select Generate Payements (Alt+G)

4.8.4.2 Payment Generation - Toolbar

4.8.5 Payments

The Payments page is used to make a payment. All details about the payment can be viewed from this page.

[Insert Payments page]

4.8.5.1 Payments - Operations

The basic operations available on the Payments page are:

- Make a payment

Here are step by step procedures for each operation listed above:

Make a Payment:

1. Enter N and press enter or select New (Alt+N) to create a new payment
2. Enter the following header information:
    - Vendor Code
    - Batch Number (if there is a batch number)
    - Payment Date
    - Notes (optional)
3. Enter the following information for each line (payment):

- Payment Method (searchable field)
- Document #
- Reference # - for internal purposes
- Bank Account
- Date
- Notes
- Amount

4. Select vouchers to apply the payment to
5. Select Save (Alt+S) to save the payment. The system will assign a unique payment number to the newly created payment.
6. Select Post (Alt+) to post the payment which finalizes this payment transaction.

4.8.5.2 Payments - Toolbar

4.8.6 Check Printing

The Check Printing page is used to print checks.

The process of generating a payment can be triggered by a user or can be automated by setting the GenerateVoucherAfterReceiveComplete configuration to ON. This will generate the vouchers automatically after goods or services are received.

[Insert Payment Generation page]

4.8.6.1 Payment Generation - Operations

The basic operations available on the Payment Generation page are:

- Print Checks

Here are step by step procedures for each operation listed above:

Print one or more Check(s):

1. Select the bank account to use to issue the check
2. Select which check to print
3. Select print (Alt+P)
4. Choose which print option to use:
    - print extra invoice lines on check paper

- Print extra invoice lines on white paper

4.8.6.2 Check Printing Page - Toolbar

Section 4: Debit Memo

Occasionally there may be a problem with goods received from a vendor. To formally document the request for a refund, a debit memo is generated. The Debit Memo page is where the creation of the debit memo occurs.

Debit Memo is used after funds have been paid for products or good that have been received and paid for. A memo is sent to the vendor (seller) documenting the request for a credit to our account.

There are three pages which support Debit Memo: Debit Memo Generation, Debit Memo Review and Debit Memo.

[Insert Debit Memo diagram]

4.8.7 Debit Memo Generation

The Debit Memo Generation page is used to generate the debit memo for a vendor. There are many filter options to sort the debit memo due to a vendor.

[Insert Debit Memo Generation page]

4.8.8 Debit Memo Review

The Debit Memo Review page is where each individual voucher is “posted” after approval. All details about the voucher can be viewed from this page.

[Insert Debit Memo Review page]

4.8.9 Debit Memo

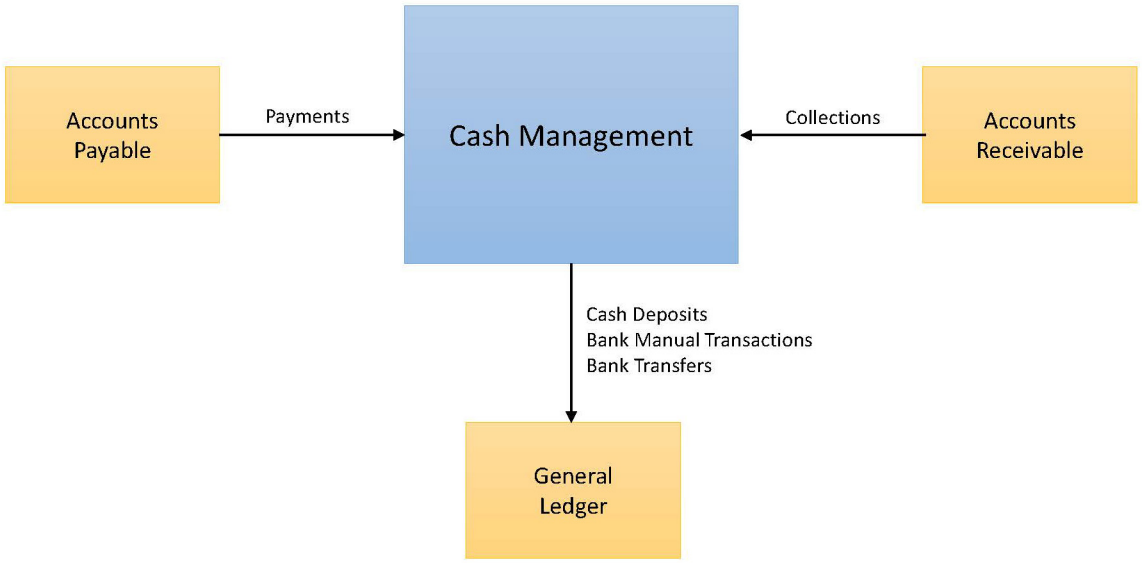
The Debit Memo page is where each individual voucher is “posted” after approval. All details about the voucher can be viewed from this page.

[Insert Debit Memo page]

4.9 Cash Management

Cash Management is the module within Software 4 U that manages all records with the bank(s) including cash deposits, manual bank transactions, bank to bank transfers and bank reconciliation.

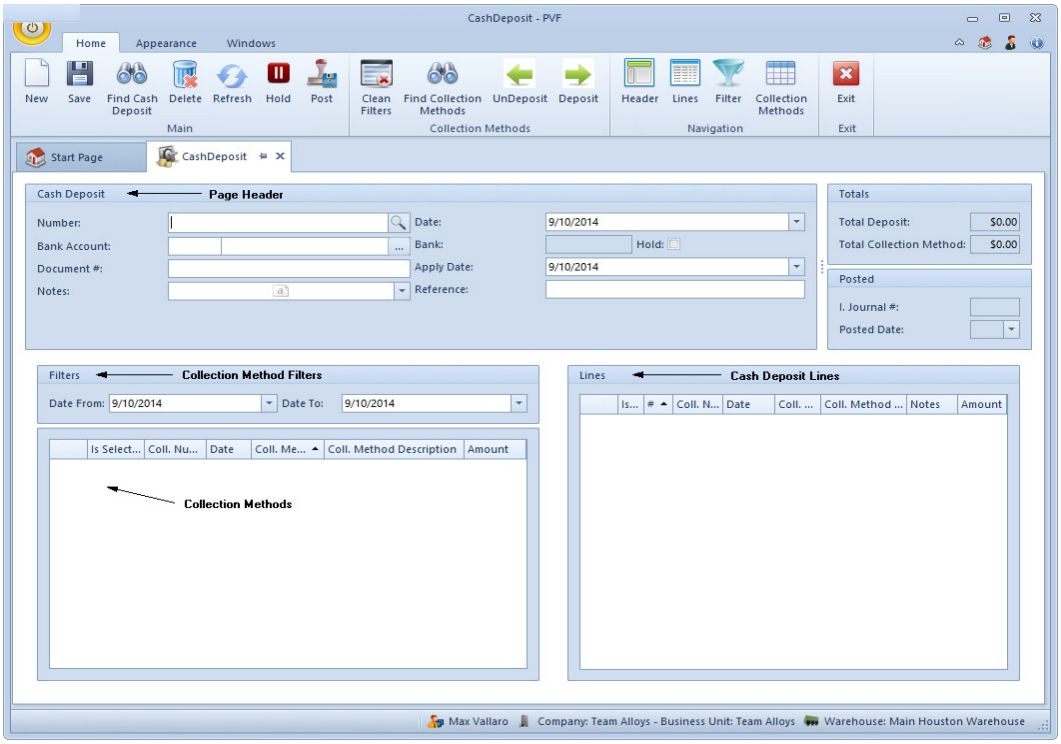
Figure 25.Cash Management Simple Flow



4.9.1 Cash Deposit

Cash Deposit is available for internal control and accounting. The Cash Deposit is a record of depositing customer collections (typically in the form of cash or check) into the company bank account. Accounts management uses the bank issued deposit receipt along with the customer collections history from a period of time to record the collections deposit and assign a deposit number.

The Cash Deposit page is accessed via the Cash Management module on the start page. When opened, the page is loaded with all current collections not tied to a deposit yet.



4.9.1.1 Cash Deposit - Operations

The basic operations available on the Cash Deposit page are:

- Create a cash deposit
- Add a collection to a cash deposit
- Remove a collection from a cash deposit

Here are step by step procedures for each operation listed above:

Create a cash deposit

1. Enter header information

- **Bank account** - where the deposit was made
- **Document #** - the number on the deposit from the bank
- **Date** - the date the deposit was made
- **Notes** (optional)
- **Reference** (optional)

2. Use **Date From** and **Date To** fields to filter the collections list on the bottom left of the page, if needed.
3. Add at least one collection to the cash deposit. (see below)
4. Select **Save** (**Alt+S**) to assign an internal deposit number
5. Select **Post** (**Alt+P**) to finalize the cash deposit transaction

Add one or more collection(s) to a cash deposit

1. Load the cash deposit be entering the number in the cash deposit field or by searching using the cash deposit search page.
2. Use **Date From** and **Date To** fields to filter the collections list on the bottom left of the page, if needed.
3. Select a collection in the left bottom grid to add. To do this, check the box in the **Is Selected** column of the collection to select.
4. Select **Deposit** (**Alt+DP**) to move the collection(s) selected from that list to the cash deposit line.
5. .Select **Save** (**Alt+S**) to save the change.

Remove one or more collection(s) to a cash deposit

1. Load the cash deposit to edit by entering the number in the cash deposit field or by searching using the cash deposit search page.
2. Select the collection(s) in the right bottom grid that need to be removed. To do this, check the box in the **Is Selected** column of the cash deposit lines grid.
3. Select **UnDeposit** (**Alt+U**) to remove the collection(s) selected from that list back to the collections list on the left.
4. .Select **Save** (**Alt+S**) to save the change.

4.9.1.2 Cash Deposit - Toolbar

The Cash Deposit toolbar is where all choices are listed for the user when recording cash deposits. The different sections of this toolbar are Main, Selections, Navigation and Exit.

Table 29. Pre-Receive Page Toolbar

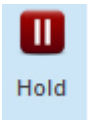
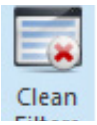
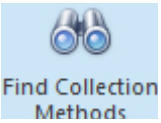
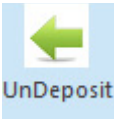
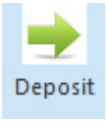
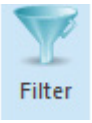
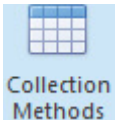
Section	Option	Icon	Description
Main	The common functionality of the Main section of the toolbar on the Cash Deposit page is described in detail in *Table 6* on page 37..Additional functions are as follows:		
	Hold **Alt+HO**		This action is used to put the Cash Deposit "on hold". Once on hold, the button is changed to "Release".
	Post **Alt+P**		This action is used to post the Cash Deposit that is currently loaded.
Collection Methods	The Collection Method section of the Cash Deposit toolbar includes functions that affect the collections listed in the Collection grid on the bottom left of the page.		
	Clean Filters **Alt+CL**		This action is used to clear all filter set.
	Find Collection Methods **Alt+FN**		This action opens the Collection Method search page.
	UnDeposit **Alt+U**		This action is used to move selected cash deposit lines back to the collection list on the bottom left of the page.
	Deposit **Alt+Dp**		This action is used to move each selected collection from the collection grid on the left of the page to a cash deposit line.
Navigation	In additions to the Header option in the Navigation section of the toolbar as described in *Table 6* on page 37, the following options are available for navigation on the Purchase Order page.		
	Filtert **Alt+3**		Sets focus to the Filter section of the page.

Table 29. Pre-Receive Page Toolbar

Section	Option	Icon	Description
	Collection Methods **Alt+4**		Sets focus to the Collection Method section of the page which is the grid at the bottom left of the page..
Exit	The Exit section of the toolbar is described in detail in *Table 6* on page 37.		